

Chart of Accounts

Transportation **R**eporting and **A**ccounting **I**nformation **S**ystem



Washington State Department of Transportation

Finance and Administration Service Center
Accounting Services

Chart of Accounts

Foreword

Welcome to the Chart of Accounts for the Department of Transportation. Over the years this has perhaps been one of the most misunderstood manuals produced by the Department. Questions like "What is it?" "What does it do?" "Why do we have one?" "What is its function?" are common in discussions about the Chart of Accounts. We will attempt to answer these and other questions here.

What is it?

It is a reference manual containing components of the coding which is used in the recording and reporting of financial and/or related information.

What does it do?

It provides a methodology for recording, classifying and reporting transactions or events in an organized consistent manner. For example: The purchase of supplies will be recorded and reported on financial reports the same way regardless of what organization throughout the Department does the buying by using the same object of expenditure code.

Why do we have one?

What is its function?

It is a document which all business and governmental organizations throughout the world have in common in some form or another. It is used to document, in one place, all of the current valid coding and explain the coding structure used by a business or governmental entity to record its financial and/or financial related information.

What will it do for you?

It will provide current coding used by the Department.

This Chart of Accounts is organized into eleven major sections. The topics covered in each section are listed as subtitles under each section heading. You are encouraged to reorganize this manual into a format which is meaningful to you. The sub sections are designed to stand alone and can be reorganized into any order. You may also remove the sections which you work with on a regular basis and create your own personalized Chart of Accounts.

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Agreement Prefixes

Payable and Reimbursable Agreements

The Department enters into agreements with other governmental and/or private entities to accomplish various tasks. There are payable agreements and reimbursable agreements. However, some agreements are neither payable nor reimbursable, depending on type. Payable agreements permit the Department to make payment for services provided by others. Reimbursable agreements permit the Department to charge for services provided to others. The agreement prefixes are an identifier as to the type of agreement. The information provided under this topic is a list of the current prefixes used by WSDOT.

Region Established:

Prefix	Responsibility	Type / Description
DA	Northwest Region	Delegated Authority
D1A	Northwest Region	Delegated Authority
DB	North Central Region	Delegated Authority
DC	Olympic Region	Delegated Authority
DD	Southwest Region	Delegated Authority
DE	South Central Region	Delegated Authority
DG	Eastern Region	Delegated Authority
DW	Washington State Ferries	Delegated Authority
FP	Regions	Fire Protection Agreements
HR1	Northwest Region	Haul Road
HR2	North Central Region	Haul Road
HR3	Olympic Region	Haul Road
HR4	Southwest Region	Haul Road
HR5	South Central Region	Haul Road
HR6	Eastern Region	Haul Road

Agreements Prefixes (Continued)

Region Established: (continued)

Prefix	Responsibility	Type / Description
SA	Northwest Region/WSF	Utility Service Agreement
SB	North Central Region	Utility Service Agreement
SC	Olympic Region	Utility Service Agreement
SD	Southwest Region	Utility Service Agreement
SE	South Central Region	Utility Service Agreement
SG	Eastern Region	Utility Service Agreement
SU	Northwest Region/WSF	Utility Service Agreement
TB	Regions	Turnback
Q	Regions	Purchase Contract
OR	Regions	Rental of Equipment

Olympia Service Center Established:

Prefix	Type / Description	Responsibility
DP	Olympia Service Center/WSF	MIS Agreements
FAM	Olympia Service Center	Federal Aid Municipal (no longer used)
GC	Olympia Service Center	Governmental Contracts
GCA	Olympia Service Center	Governmental Contracts
GM	Olympia Service Center	General Maintenance
LA	Olympia Service Center	TransAid — Local Agency

Agreements Prefixes (Continued)

Olympia Service Center Established: (continued)

Prefix	Type / Description	Responsibility
LM	Olympia Service Center	Local Mitigation (Developer Fees from counties)
LP	Olympia Service Center	Lease Purchase Contracts (no longer used)
MINFO	Olympia Service Center	Motorist Information Signing (recurring invoices)
OH	Olympia Service Center	Hold overhead charges to others (No dollars associated with these Agreements, mutual agreement was reached <u>NOT</u> to charge each other overhead)
PA	Olympia Service Center	Permit Agents
RR	Olympia Service Center	Railroad
SF	Olympia Service Center	Title Insurance
T	Olympia Service Center	TRAC Research Agreements (incls GC w/task)
UC	Olympia Service Center	Private Sector Agreements
UT	Olympia Service Center	Utility
X	Olympia Service Center	Miscellaneous (no longer used)
Y	Olympia Service Center	Personal Services Contracts with Task Assignments
0P	Olympia Service Center	Rental of Buildings and Land, Purchase Option
0X	Olympia Service Center	Miscellaneous
0Y	Olympia Service Center	Personal Services Contracts w/o task assignments

Agreements Prefixes (Continued)

Olympia Service Center Established: (continued)

Prefix	Type / Description	Responsibility
phase other than: 0 (ZERO), R, L		
000-999	Federal	Federal Aid Billing System
A - Z	Federal	Federal Aid Billing System
FRA	Federal	Federal Rail (not thru F A Billing)
FY	Federal	Fiscal Year Programs (OJT/ MBE)
LRFA	Federal	Federal Rail (not thru F A Billing)
LRSA	Federal	Federal Rail (not thru F A Billing)

Rental Agreements and Provider Prefixes

Real Estate Services Established:

Prefix	Fund(s)	Description
AA	108 / 880	Airspace Rental
AC	243	Airspace Rental - Capital Facilities
CC		Real Estate Contracts
MA	519	WSF Rental Agreements administered by Real Estate Services
NA	108 / 880	90 Day rentals
RA	108 / 880	Rental of Excess WSDOT Lands & Bldgs
RC	243	Rental of Excess WSDOT Lands/Bldgs - Cap Facilities

JOB NUMBER PREFIXES:

The Department has established a system of Work Orders for use as Cost Centers. It provides a methodology for managing costs associated with projects or type of work to be accomplished by the Department.

Groups are established within Work Orders to provide a further breakdown of projects or type of work by segments or activities.

Under the Department's accounting system these two pieces of information (Work Order and Group) are combined into what is now termed a "Job Number". The prefixes assigned to Job Numbers assist in segregating the Cost Centers by type.

The information covered under this topic is a list of the current prefixes by title and description.

TITLE AND DESCRIPTION

AD Administration

Cost centers for various administration costs of the Transportation Commission, Secretary, Assistant Secretaries, Region Administrators, and selected Service Centers or sections (Project Engineer, Real Estate, Planning, etc.) within the Department. The AD1xxx are used for the redistribution of the overhead costs of the organizations.

AG Attorney General

Cost centers for the Attorney General's staff in providing legal defense in litigation brought against the Department.

AP Accounts Payable / Balance Sheet Account

Accounts in which each Job Number identifies a specific Fund to be used to obtain the Fund and Agency for the short form document process when a Balance Sheet account is needed for the long form process.

TITLE AND DESCRIPTION

CF Department Run Conferences

Each time WSDOT hosts a conference, a Job Number will be set up in this series to collect expenditures and revenue.

DM Disaster Maintenance

These special Job Numbers are established for disaster repairs. Each Job Number will be identified to a specific section of roadway. Due to the emergency nature of this activity, these Job Numbers may be established via a phone call and later followed up by the actual paper work. They are initially funded from state appropriations prior to any declaration of emergency by the Governor, at which time they may become eligible for Federal Relief Funds.

Ex Operations Transportation Equipment Fund (OTEF) Miscellaneous Reimbursable and Income

Job Numbers for collection of revenue.

EH OTEF Income

EP Operations Transportation Equipment Fund (OTEF) Consumable Inventory Payables

These Job Numbers are used to accumulate the payable transactions from both the Automated Fuel and the Fleet and Equipment Systems. These Job Numbers are credited when an order is received and debited when the order is paid.

EQ Equipment Fund Operations

These Job Numbers are used to accumulate costs incurred for the administration and operation of the fund. Includes costs for purchase, replacement, repair and maintenance of equipment. Also used to track the inventory of gas and diesel in the Automated Fuel System.

ES Operations Transportation Equipment Fund (OTEF) Parts Inventory

These Job Numbers are used to accumulate costs for OTEF Consumable Inventory and used in conjunction with the Fleet and Equipment Management System.

TITLE AND DESCRIPTION

ET Equipment Fund Automated Fuel and Oil Dispensing System

These Job Numbers are used to record unique costs for work associated with OTEF fuel sites, such as environmental clean-up. FOR OSC USE ONLY

FA Washington State Ferries — Administration

These Job Numbers are used to accumulate all administrative costs which are not directly attributable to vessels or terminals.

FB Washington State Ferries — TRACS Budget Lines

For TRACS Budget Lines only, no expenditures. May be for unfunded FTE's or future costs which will be charged correctly.

FG Washington State Ferries — General Ledger

These Job Numbers are used to accumulate Balance Sheet costs for Fund 519.

FI Washington State Ferries — Inventory

These Job Numbers are used to accumulate costs by Inventory Control Point (ICP) and commodity code for parts placed in the WSF inventory.

FP Washington State Ferries — Consumable Inventory Payable

These Job Numbers are used to accumulate inventory payable transactions. The Job Numbers are credited when an order is received and debited when the order is paid.

FS Acquisition of Pit, Quarry & Stockpile Sites and Sign Manufacturing

These Job Numbers are used to accumulate costs for the acquisition of pit, quarry, and stockpile sites for the future production of rock, gravel, and aggregates. The costs accumulated in these Job Numbers are moved by journal voucher to "ST" Job Numbers and becomes part of the cost of the material. Also includes the costs for the sign manufacturing.

FT Washington State Ferries — Terminals

These Job Numbers are used to accumulate the costs associated with the management, operation and maintenance of individual terminals.

FV Washington State Ferries — Vessels

These Job Numbers are used to accumulate costs associated with the management, operation and maintenance of individual vessels.

TITLE AND DESCRIPTION

Hx Equipment Fund (TEF) Third Party Damages

These Job Numbers are used ONLY to accumulate costs of sales and services for damages to the state's equipment property caused by a third party. Costs are generally calculated in accordance with WSDOT Instructional letter IL 13-21. These job numbers set up in this series will be sub programs E1, with a provider number and a local appropriation. These work orders are forwarded to OSC Claims Administration Office for billing and collection of the receivables.

HA	—	Northwest Region	HD	—	Southwest Region
HB	—	North Central Region	HE	—	South Central Region
HC	—	Olympic Region	HG	—	Eastern Region

If these are included in the Advanced A/R System they must also have a Project Number.

IP Direct Project Support

Job Numbers set up to collect construction program support costs that are distributed to appropriate Sub Programs, based on budgeted percentages, once a month.

Jx Miscellaneous Reimbursable

These Job Numbers are used to accumulate costs for sales and services to cities, counties and other entities. Each Region and Service Center is responsible for assigning, establishing, and billing these costs. For "Sales and Services to Other State Agencies" refer to **Nx** Job Numbers. The prefixes are:

JA — Northwest Region	JG — Eastern Region	JN — Planning
JB — North Central Region	JH — Real Estate Services	JP — Desktop Publishing
JC — Olympic Region	JJ — Printing Services	JR — Bridge Inspection
JD — Southwest Region	JK — Geographic Services	JT — Fuel Tank Replmnt.
JE — South Central Region	JM — Materials Laboratory	

All Job Numbers set up in this series will be in Sub Program R2 or R3, have a Customer Number and a Local Appropriation. If these are included in the Advanced A/R System they must also have a Project Number.

TITLE AND DESCRIPTION

Kx Third Party Damages

These Job Numbers are used to accumulate costs for damages to state property or highway system caused by a third party. The procedures set forth in Interim Directive ID16-01, titled "Reporting and Recovering Property Damage Costs" are applicable to all "Kx" Reimbursable Job Numbers. The Job Numbers set up in this series will be in Sub Program M2 or D4 .

Each Region and Service Center is responsible for assigning and establishing these Job Numbers. The prefixes are:

KA	—	Northwest Region	KD	—	Southwest Region
KB	—	North Central Region	KE	—	South Central Region
KC	—	Olympic Region	KG	—	Eastern Region
K3	—	Olympic Region	KH	—	Olympia Service Center

Mx Region Routine Maintenance

These Job Numbers (Work Order/Group) are used to accumulate costs for the preservation and upkeep of a highway including all of its elements as close to its original constructed or its subsequently improved condition as possible. The last four numeric digits of the Work Order are the last four numeric digits of the Budgeted Organization Code. The Work Order identifies the Region, maintenance area and section where the work is done.

MA	—	Northwest Region	MD	—	Southwest Region
MB	—	North Central Region	ME	—	South Central Region
MC	—	Olympic Region	MG	—	Eastern Region

MS Miscellaneous Service

These Job Numbers are used to accumulate costs for services performed by the Department of Transportation which cannot be specifically classified in some other job.

TITLE AND DESCRIPTION

Nx Inter Agency Reimbursable

These Job Numbers are used to accumulate costs for miscellaneous sales and services to other state agencies. Each Region and Service Center is responsible for assigning, establishing, and billing these costs. The prefixes are:

NA	—	Northwest Region	NH	—	OSC Accounting
NB	—	North Central Region	NJ	—	Printing Services
NC	—	Olympic Region	NK	—	Geographic Services
ND	—	Southwest Region	NM	—	Materials Laboratory
NE	—	South Central Region	NN	—	Planning
NG	—	Eastern Region	NP	—	Desktop Publishing

All Job Numbers set up in this series will be in Sub Program R5, have a Customer Number (WSxxxx), and a Local Appropriation. If these are included in the Advanced A/R System they must also have a Project Number.

PL Planning Survey

These Job Numbers are used to accumulate costs for continuing transportation planning studies relating to road inventories, traffic surveys, highway finance and related economic surveys, statistical and fiscal reporting.

PM Property Management

These Job Numbers are used to accumulate costs for maintenance and upkeep of the various real properties the Department owns other than capital facilities or infrastructure. Includes costs of rental and disposal of properties.

PN Planning

These job numbers are used to accumulate costs of planning activities within the department. Including data collection and analysis, long range multi-jurisdictional and intermodal planning, mapping, statistical reporting and economic surveys and analysis.

PO Plant Operation

These Job Numbers are used to accumulate costs for the operations and upkeep of buildings and structures owned or rented for the housing of personnel, equipment and supplies. Costs included are rent, janitor services and supplies, heating, electrical energy, water, and any other pertinent operating expenses. The physical maintenance of buildings and structures includes integral heating, light and ventilation plants, sewer and water systems, and the maintenance and landscaping of grounds.

PR Payroll Suspense

These Job Numbers are used to accumulate costs of salaries and related payroll benefits for WSDOT employees. All payroll costs are charged to payroll suspense, then are distributed to the appropriate project using labor distribution rates.

TITLE AND DESCRIPTION

PS Public Transportation

These Job Numbers are used to accumulate costs for the Planning, Data and Research, Aviation, Washington State Ferries, and Transportation Economic Partnerships (Freight Mobility) programs.

Qx Traffic Operations (Program Q)

These Job Numbers are used to accumulate costs and expenditures for Traffic Operations (Program Q) in the Olympia Service Center (OSC) and each Region. The OSC establishes the initial Work Orders based upon legislative appropriation. The prefixes are:

QM	Management and Support
QO	Operations
QE	Low Cost Enhancements
QP	Special Technology Projects

RE Highway Research

These Job Numbers are used to accumulate costs for specific research projects for traffic flows and safety, structural capabilities, economics, financing and administration of highway systems, and the evaluation and translation of the research results.

RG Railroad Grade Crossing

These Job Numbers are used to accumulate costs for signal installations performed by a railroad company at a railroad grade crossing.

RL Reconnaissance Location Engineering

These Job Numbers are used to accumulate costs for all preliminary work necessary for the selection of a specific route. This includes such elements as preliminary cost studies, feasibility of standards, required traffic lanes, degree of access controls, approximate right of way widths, approximate bridge locations, necessary preliminary testing and sampling, etc.

RO Reimbursable — Other than Federal Aid

These Job Numbers are used to accumulate costs for reimbursable work or services performed by the Department of Transportation in accordance with a written agreement.

TITLE AND DESCRIPTION

RR Advance Right of Way Acquisition

These Job Numbers are used to accumulate costs for purchases and condemnations of real property reasonably in advance of programmed construction pursuant to Federal law as outlined in PPM 30-1.2 (Advance Right of Way Revolving Funds Under Subsection (C) Section 108 of Title 23, U.S.C.) and PPM 80-12 (Right of Way Procedures — Advance Acquisition). See Fund 880.

RS Relocation Services (Utilities)

These Job Numbers are used to accumulate costs for relocation of utilities, railroad tracks, etc., necessitated by construction of a public highway. The work must be performed in accordance with a written agreement.

RW Right of Way

These Job Numbers are used to accumulate costs for the review of appraisals, the preparation of title information, the negotiation for acquisition of highway rights of way, the preparation for and/or trial of condemnation cases, acquisition, the management of properties acquired, the furnishing of relocation advisory assistance, and the necessary related labor expenses such as mapping and recording.

SA TransAid Contracts

These Job Numbers are used to accumulate costs for city and county federal projects administered by TransAid. This prefix is being phased out, refer to TA.

SD Systems Development

These Job Numbers are used to accumulate costs for system development projects consisting of, but not limited to, the analyst's time, computer costs, travel, etc.

SF State Force Construction

These Job Numbers are used to accumulate costs for work performed by Department of Transportation personnel funded by the construction programs.

SL TransAid Design Engineering

These Job Numbers are used to accumulate costs for compiling information, production of preliminary estimate designs, right of way and access plans, conduct hearings (city-county access), final right of way and access plans, final design details, quantities, construction plans, and other costs incidental to the design of a highway project. This prefix is being phased out, refer to TA.

TITLE AND DESCRIPTION

SM Computer Systems Maintenance and Operations

These Job Numbers are used to accumulate costs for tracking of systems analyst's time, computer time and equipment for individual computer systems.

SP MVF Consumable Inventory Payable — Stores and Stockpiles

These Job Numbers are used to accumulate inventory payable transactions. The Job Numbers are credited when an order is received and debited when the order is paid.

SR State Rail Program

These Job Numbers are used to accumulate costs for work related to federal and state funded rail grants, purchases and loans.

ST Stockpile

These Job Numbers are used to accumulate costs by Inventory Control Point (ICP) and commodity code for rock, gravel and aggregates placed in inventory. These costs are for the acquisition of the sites purchased in an "FS" Job Number or produced stockpile materials including related costs such as labor accumulated in an "OF" or "00" Job Number and transferred upon completion to the "ST" Job Number.

TA TransAid Projects

These Job Numbers are used to accumulate costs associated with the management and administration of projects by the TransAid Division. Types of work include design, planning studies, right of way functions, construction, construction engineering, training, and administration. The TA prefix will eventually replace TransAid SL, RW, and SA prefixes as they are phased out.

VP Equipment Vanpool Reimbursable

These Job Numbers are used to accumulate costs for vanpool related charges and will be in Sub Program E1 and have a Customer Number and a Local Appropriation.

The Planning, Data & Research Service Center unit will establish Job Numbers for other agencies, for equipment rental mileage.

TITLE AND DESCRIPTION

XL Preliminary Engineering

These Job Numbers are used to accumulate costs for compiling information, production of preliminary estimate designs, right of way and access plans, conduct hearings (city-county access), final right of way and design details, quantities, construction plans, and other costs incidental to the design of a highway project.

0F Stockpiling, Project Plan Preparation, Production of Material

These Job Numbers are used to accumulate costs for charges incurred in preparing plans for stockpile preparation and use of state forces in other production. The costs accumulated in these Job Numbers are moved by journal voucher to "ST" Job Numbers and become part of the cost of the material.

0L Preliminary Engineering

These Job Numbers are used to accumulate costs for compiling information, production of preliminary estimate designs, right of way and access plans, conduct hearings (city-county access), final right of way and design details, quantities, construction plans, and other costs incidental to the design of a highway project .

0P Public Transportation & Rail

These Job Numbers are used to accumulate costs for the Public Transportation & Rail.

0S Stores

These Job Numbers are used to accumulate costs by Inventory Control Point (ICP) and commodity code for parts placed in inventory. For example: inventories of supplies such as signs, traffic signals and illumination parts, engineering supplies, etc.

00 Construction Contracts

These Job Numbers are used to accumulate costs for the construction work done by contractors for construction or repair work. These Job Numbers are assigned through the bid process and setup by the Olympia Service Center with groups for Construction Engineering, State Force Work (striping and traffic control), Work Done by Agreement, and any material furnished by the state or purchased by the state for use in the contract. As of 1-31-94, also to include previous XE type prefixes. (Per M 41-01).

end

Group Category Codes

The Group Category segregates expenditures by type of work. They are identified at the time the Job Numbers (Work Order/Group) are established. Multiple groups may be set up in each group category. For Job Numbers requiring authorized dollars, the authorization is identified at the Group Category level.

There are ten Group Categories defined in the paragraphs below.

GROUP CATEGORY

00 Amortization

Always set up as Group 00, Group Category 00, on contracts (Job Number '00') when material is produced by the contractor or 'FS' Job Numbers for the purchase of the site. A credit transfer is made of the costs accumulated in other groups and placed into inventory. This reduces the overall costs of that Job Number but does not affect the history of the transactions. No parcel numbers, labor, or payable agreements can be charged to this category.

01 Work Done Contract (Prime Contractor)

All groups set up in this category are normally through the bid process and must agree with the groups and control sections established in the Contractor Payments System (CAPS). All payments must be by bid item within the group and through CAPS. Parcel numbers, labor, or payable agreements cannot be charged to this category. This category may be used for contracted out work on DM work orders as long as all laws and policies associated with the contracting process are followed.

02 Work Done Agreement

All work performed by parties other than WSDOT (or bid contractors) in accordance with a written agreement. All payment transactions in this category must contain the agreement number in the payable agreement field. The agreement must be established in the agreement tables, in TRAINS, prior to the group being set up under this category. Parcel numbers or labor cannot be charged to this category.

Group Category Codes (Continued)

GROUP CATEGORY

03 Engineering

Charges as authorized by the project engineer's office for inspection of the contractor's work, review of the plans and all other related costs. (Group 60 can be authorized on the Work Order Definition (WORD) table in TRAINS, and used for coding Construction Engineering (CE) costs, unless a direct charge group has been set up.)

No parcel number can be charged to the Group Category.

This category can also be used for construction engineering work performed for a customer in association with other work per a reimbursable agreement.

04 State Force Work

This Category is used to accumulate costs for work (Labor, Equipment, Materials, etc.) performed by Department of Transportation personnel.

Examples of State Force Work Job Number prefixes includes:

Accounts Receivables (Ex, Hx, Jx, Kx, Nx)
Administrative (AD)
Attorney Generals (AG)
Maintenance (Mx)
Direct Project Support (IP)
Miscellaneous (MS)
State Force (SF)
Preliminary Engineering (OL, XL, RL)
Construction Contracts (00)

All WSDOT costs, such as striping, traffic control, and flagging in association with a construction project, but not specifically assigned elsewhere, are included in this category. Parcel numbers or payable agreements cannot be charged to this category.

Note: In the past, if a group was being set up and it did not fit in any other group category, it was put in group category 04. Group category 99 has been established for "Vendor Supplied Services and Materials" and it may be a more appropriate categorization.

Group category 04 should continue to be used for work performed by state forces which does not fall under group category 03 or 08. The materials purchased for installation by state forces should be included in this category..

Group Category Codes (Continued)

GROUP CATEGORY

05 Materials (Furnished by State)

This category is used as a “below the line item”, on contracts, when WSDOT furnishes material. Parcel numbers, labor and payable agreements cannot be charged to this category.

06 Contingencies (Authorization Only)

This category is for unanticipated cost overruns on contracts. Groups are never set up in this category. No expenditures allowed of any type.

07 Right of Way — Acquisition

All charges to groups set up in this category are for the purchase of real property and must have a parcel number. Labor and payable agreements cannot be charged to this category.

08 Right of Way — Other Expense

Groups 80 through 89 are for WSDOT costs associated with work performed by Real Estate Services personnel. It is used for the costs associated with the purchase of real property, but not the cost (value) of the property itself. Parcel numbers and payable agreements cannot be charged to this category.

99 Vendor Supplied Services and Materials

This Category is used to accumulate costs of vendor supplied services and materials which the department has authority to incur but which do not fit into any of the other group categories..

Use of this group category includes , but is not limited to, services such as those listed in Appendix 17 of the Purchasing Manual.

Note: This category has been established so that groups may be more appropriately categorized. However, care should be taken to ensure that it is not used inappropriately. For example: materials purchased for installation by state forces should continue to be placed in group category 04.

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Organization Codes - Introduction

Organization codes reflect organizational relationships and are established to reflect budget units and assignment of functional responsibilities.

Two, three, and four digit organization codes are on-line in the TRAINS Organization (ORGN) table by fiscal year and agency. The valid six digit organization codes are on-line in TRAINS on the SORG table and are listed in the following section.

Valid Organization codes are six digits in length and consist of the following:

- 1 st Digit = Agency & Location (Olympia Service Center or Region)
 1xxxxx = Agency 410 (Transportation Commission)
 2xxxxx = Agency 405(WSDOT), Secretary, Deputy Secretaries
 3xxxxx = Agency 405, Divisions, Service Centers, & WSF
 4xxxxx = Agency 405, Regions
 6xxxxx = Agency 405, Divisions (except WSF)
 8xxxxx = Attorney General (NO LABOR)
- 2 nd Digit = Assistant Secretary, Service Center, Mode or Region
 30xxxx = Environmental & Engineering Service Center, etc.
 69xxxx = Aviation (Mode)
 41xxxx = Northwest Region
 42xxxx = North Central Region, etc.
- 3 rd Digit = Office
 415xxx = NW Region, Maintenance
 317xxx = MIS Chief
 341xxx = Resource Management, etc.
- 4 th Digit = Branch/Area
 4351xx = Olympic Region, Maint. Area 1 (Tacoma)
 4452xx = Southwest Region, Maint. Area 2 (Chehalis)
- 5 th & 6 th Digits = Payroll Unit, Office or Location
 4551 10 = South Central Region, Maint. Area 1, Ellensburg
 Maint. Section

 4695 01 = Eastern Region, Accounting Services

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Organization Code Description

AGENCY 405

Secretary and Deputy Secretaries

SECRETARY

2010 10 Secretary of Transportation and Staff

DEPUTY SECRETARY FOR OPERATIONS

2110 10 Deputy Secretary for Operations

DEPUTY SECRETARY FOR POLICY

2210 10 Deputy Secretary for Policy

COMMUNICATIONS & PUBLIC INVOLVEMENT

2310 10 Communications & Public Involvement

GOVERNMENT LIAISON OFFICE

2410 10 State Liaison

2410 20 Federal Liaison

ORGANIZATIONAL DEVELOPMENT SERVICES

2510 10 Organizational Development Services

Organization Code Description (Continued)

Secretary and Deputy Secretaries (Continued)

OFFICE OF HUMAN RESOURCES

2610	10	Human Resources
2610	20	Staff Development
2611	30	Equipment Operator Trainer

AUDIT

2710	10	Director of Audits
2710	20	IS / Internal Audit Branch
2710	30	External Audit Branch
2710	50	WSF Audit Branch

OMBUDSMAN

2810	10	Ombudsman
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OFFICE OF EQUAL OPPORTUNITY

2910	10	Office of Equal Opportunity
2910	20	Internal Civil Rights
2910	30	External Civil Rights
2910	40	WSF Division Representative

Organization Code Description (Continued)

Service Centers (Assistant Secretaries)

Environmental & Engineering Service Center

3010 10 Assistant Secretary for Environmental & Engineering Service Center

RESOURCE ASSISTANCE

3011 10 Resource Assistance Office

DESIGN/PRINTING SERVICES

3030 10 Design Office

3030 11 Assistant Design Offices

3030 12 Ad Ready Plans

3030 13 Right of Way Plans

3030 14 Design Policy and Standards

3030 15 Standard Plans

3030 16 Roadside Design

3030 40 Hydraulics Branch

3030 50 Accommodations Branch

3030 80 Computer Aided Engineering Branch

3030 90 Printing Services Branch

3030 91 Offset Duplication Unit

3030 92 Bindery and Contract Unit

3030 93 Photo Reprographics and White Print Unit

Organization Code Description (Continued)

Service Centers (Assistant Secretaries) (Continued)

Environmental & Engineering Service Center (Continued)

BRIDGE & STRUCTURES

3040	10	Bridge Administration Section
3040	20	Bridge Computer Support Section
3040	30	Bridge Design Section / Bridge Construction Support
3040	40	Bridge Preservation Section
3040	50	Bridge Management Section
3040	60	Bridge & Transportation Architecture Branch

REAL ESTATE SERVICES

3050	10	Real Estate Services Office
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CONSULTANT SERVICES

3080	10	Consultant Administrator Office
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ENVIRONMENTAL AFFAIRS

3090	10	Environmental Affairs
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Organization Code Description (Continued)

Service Centers (Assistant Secretaries) (Continued)

Finance & Administration Service Center

3110 10 Assistant Secretary for Finance & Administration Service Center

FINANCIAL PLANNING

3122 10 Financial Planning

ACCOUNTING SERVICES

3133 10 Accounting Chief's Office

3133 20 Expenditure Accounting

3133 40 Financial Systems

3133 50 Billings and Receivables

3133 60 Reports and Analysis

WORK FORCE MANAGEMENT

3155 13 Work Force Management Branch

Organization Code Description (Continued)

Service Centers (Assistant Secretaries) (Continued)

Finance & Administration Service Center (Continued)

ADMINISTRATIVE SERVICES

3166	10	Manager Administrative Services
3166	11	Mailroom
3166	20	Office Services
3166	24	Library
3166	30	Facilities Planning
3166	40	Inventory
3166	50	Records Management
3166	60	Telecommunications Branch
3166	70	Purchasing
3166	80	Directional Documents
3166	92	Graphic Communications
3166	93	Engineering Publications
3166	94	Forms Management

Organization Code Description (Continued)

Service Centers (Assistant Secretaries) (Continued)

Finance & Administration Service Center (Continued)

MANAGEMENT INFORMATION SERVICES (MIS)

3170	01	MIS Chief
3170	05	Regional Account Executive
3170	10	Financial Account Executive
3170	15	Engineering Account Executive
3171	00	IT Planning and Architecture Manager
3171	10	Research and Development
3172	00	Application Services Manager
3172	20	P & P and E & E Application Manager
3172	21	Program Management Team
3172	22	TDO Team
3172	23	EESC Team
3172	24	CAE Team
3172	25	SHAMU Team
3172	30	F & A Applications Manager
3172	31	TRAINS Team
3172	32	F & A Team
3172	40	WSF Application Manager
3172	41	WSF Team
3172	50	FOSSC & Exec Application Manager
3172	51	FOSSC Team
3172	52	Exec Team
3172	53	TEIS Team

Organization Code Description (Continued)

Service Centers (Assistant Secretaries) (Continued)

Finance & Administration Service Center (Continued)

MANAGEMENT INFORMATION SERVICES (MIS)(CONTINUED)

3173	00	IT Infrastructure Services Manager
3173	05	Infrastructure Network Planning & Services Manager
3173	06	Infrastructure Planning
3173	07	Network Operations
3173	10	Infrastructure Technical Services Manager
3173	12	Disaster Recovery
3173	13	Application Server Operations
3173	15	Data Center Operations
3173	16	Technical Support
3174	00	Customer Support Services Manager
3174	10	Workstation Acquisitions and Support Manager
3174	11	Workstation Acquisition
3174	12	Workstation Support
3174	15	Rapid Application Development
3174	20	Regional IT Support
3175	00	Consulting and Project Management Services Manager
3175	10	Environmental & Engineering IT Consultants
3175	20	FOSSC IT Consultants
3175	30	Finance and Administration IT Consultants
3175	40	Planning & Programming IT Consultants
3175	50	TransAid IT Consultants
3175	60	Regional & Modal Division IT Consultants

Organization Code Description (Continued)

Service Centers (Assistant Secretaries) (Continued)

Finance & Administration Service Center (Continued)

MANAGEMENT INFORMATION SERVICES (MIS)(CONTINUED)

3176	00	MIS Financial Planning and People Services Manager
3176	10	Human Resources Acquisition and Development
3176	20	MIS Billing and Payment Services
3176	30	Administrative Services
3176	40	Customer Communication Services
3176	50	Contract Administration and Services
3177	00	Project Support Services Manager
3177	10	Data Resource Management
3177	20	Standards, Methods and Tools
3177	30	IT QA, Process Measurement
3177	40	Training Services
3177	50	Change Management Team
3178	10	Y2K Project Team
3179	00	Information & Data Resource Management
3179	10	Data Resource Management
3179	20	Information Resource Management

RISK MANAGEMENT

3188	00	Risk Management Office
3188	10	Risk Management - MAIT (Major Accident Investigation Team)

BUDGET OFFICE

3190	10	Budget Office
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Organization Code Description (Continued)

Service Centers (Assistant Secretaries) (Continued)

Planning & Programming Service Center

3310	10	Assistant Secretary for Planning & Programming Service Center
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TRANSPORTATION PLANNING

3320	00	Transportation Planning Office
3320	10	Transportation Planning Coordinator
3321	00	Systems Planning Branch
3321	10	Washington Transportation Plan Team
3321	20	Highway System Planning
3322	00	Region/Regional Planning Branch
3322	10	MPO / RTPO Communications
3322	20	Planning Methods

TRANSPORTATION DATA

3330	10	Transportation Data Office Manager
3331	00	Roadway Systems Branch
3331	10	Highway Performance Monitoring System (HPMS)
3331	20	Roadway Data
3331	21	Imaging Office
3331	22	LRS/GPS Surveys
3331	23	Geometrics Office
3331	70	Accident Data Office
3332	20	Travel Analysis Branch

Organization Code Description (Continued)

Service Centers (Assistant Secretaries) (Continued)

Planning & Programming Service Center (Continued)

DATA INTEGRATION BRANCH

3333	00	Data Integration Branch
3333	10	TRIPS/TARIS Application Coordination
3333	20	Quality Assurance
3333	30	Network & PC Support
3333	40	Special Projects

HIGHWAY USAGE BRANCH

3334	00	Highway Usage Branch
3334	10	Travel Data Evaluation & Processing
3334	21	ADC Field Operations
3334	22	Traffic Data Field Operations

MULTI-MODAL BRANCH

3335	00	Multi-Modal Branch
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TDO OFFICE SUPPORT BRANCH

3336	00	TDO Office Support
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RESEARCH

3340	10	Research Office
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Organization Code Description (Continued)

Service Centers (Assistant Secretaries) (Continued)

Planning & Programming Service Center (Continued)

PROGRAM MANAGEMENT

3350 10 Program Management Engineer

3350 20 Operations Management

3350 30 Programs Management

OFFICE OF URBAN MOBILITY

3360 10 Director of Office of Urban Mobility

PROGRAMS & GEOGRAPHIC SERVICES

3370 10 Programming and Geographic Services Office

3371 20 Programming Branch

3372 20 Economics Branch

3374 20 Geographic Services Branch

3374 21 Aerial Photo

3374 22 Photogrammetry

3374 23 Survey

3374 24 Cartography and Geographic Information Systems

Organization Code Description (Continued)

Service Centers (Assistant Secretaries) (Continued)

Field Operations Support Service Center

3410 10 Assistant Secretary for Field Operations Support

RESOURCE MANAGEMENT

3411 10 Resource Management

3411 11 Technical and Support Pool

CONSTRUCTION

3420 10 Chief Construction Engineer

3420 20 Contract Ad and Award

3420 30 Contractor Pre-Qualification

MAINTENANCE

3430 10 Chief Maintenance Engineer

3430 20 Roadway Maintenance

3430 21 Roadside Maintenance

3430 22 Motor Carrier Administration

3430 23 Environmental Services

Organization Code Description (Continued)

Service Centers (Assistant Secretaries) (Continued)

Field Operations Support Service Center (Continued)

EQUIPMENT & FACILITIES OFFICE

3450	10	Equipment & Facilities Administrator
3450	40	Radio Operations
3450	50	Commute Reduction Branch
3451	20	Equipment Administration
3451	40	Radio Systems Administration
3452	10	Planning, Programming and Fiscal
3452	20	Operations, Maintenance, and Standards
3452	30	Architectural Design and Construction, Administration
3452	31	Public Transportation, Architectural
3452	32	State Ferries, Architectural
3452	33	Rest Areas, Architectural
3452	34	Capital Plant, Architectural
3452	35	Engineering Support
3452	36	Civil Engineering
3452	40	Clerical/Administrative Support

MATERIALS

3461	00	Materials Engineer
3462	00	Construction Materials Engineer
3462	10	Bituminous Laboratory
3462	20	Chemical & Electrical Laboratory

Organization Code Description (Continued)

Service Centers (Assistant Secretaries) (Continued)

Field Operations Support Service Center (Continued)

MATERIALS

3462	30	Electrical Engineer
3462	40	General Materials Engineer
3462	41	Physical Testing
3462	42	Contract Documentation
3462	50	Construction Training
3462	60	Materials & Fabrication Inspection
3462	70	Quality Systems Manager
3463	00	Geotechnical Engineer
3463	10	Foundation Engineering
3463	20	Engineering Geology
3463	30	Field Exploration
3464	00	Pavement and Soils Engineer
3464	10	Pavement Design
3464	20	Pavement Management
3464	30	Materials Laboratory Automation
3465	00	Materials Laboratory Administration
3465	10	Materials Laboratory Facilities & Equipment Maintenance

TRAFFIC OPERATIONS

3470	10	Traffic Operations
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SAFETY

3480	10	Employee Safety
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Organization Code Description (Continued)

Service Centers (Assistant Secretaries) (Continued)

Highways and Local Programs Service Center

3510	10	Assistant Secretary for Highways and Local Programs Service Center
3510	20	Environmental Services
3510	30	Funds Management Office
3510	40	Finance and Support
3510	50	Management Systems Office
3510	60	Operations Office
3510	71	Highways
3510	72	Bike and Pedestrian
3510	73	Heritage Corridors
3510	80	Technology Transfer Center

Organization Code Description (Continued)

Divisions

Public Transportation & Rail Division

6310	10	Director of Public Transportation & Rail Division
6310	20	Public Transportation Office
6310	30	Rail Office
6310	40	High Capacity Transportation / Transportation Demand Management / Commute Trip Reduction Office

Transportation Economic Partnerships Division

6510	10	Director of Freight Mobility & Economic Partnerships Division
6510	20	Office of Freight Mobility & Economic Partnerships Division Staff

Aviation Division

6910	10	Director of Aviation
6910	20	Aviation Division Staff

Organization Code Description (Continued)

OTHER (no labor)

Assistant Attorney General

8110 10	Assistant Attorney General and Staff
8120 10	Assistant Attorney General - Personnel Issues

Payroll Suspense

9000 00	Accounts Payable DP/Equipment Offset	Agency 405 Fund 410
9100 00	Payroll Suspense PR10	Agency 405 Fund 108
9140 00	Payroll Suspense PR519	Agency 405 Fund 519

Budget Division

9900 00	Unallocated Appropriations
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AGENCY 406 (for ATMS training reports only)

County Road Administration Board

6611 01	County Road Admin Board
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AGENCY 410

Transportation Commission

1111 10	Transportation Commission Members
1111 20	Transportation Commission Staff
8110 10	Assistant Attorney General and Staff
8120 10	Assistant Attorney General - Personnel Issues
9130 00	Payroll Suspense PR13 - Agency 410 Fund 230

AGENCY 411

Freight Mobility Strategic Investment Board

1211 10	Freight Mobility Strategic Investment Board Members and Staff.
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Organization Code Description - WSF & Regions

Washington State Ferries Division

3610	10	Director/CEO - Washington State Ferries
3610	11	Equal Employment Opportunity Officer
3610	20	Public Affairs
3610	30	Customer Service
3621	10	Manager of Vessel Engineering
3621	40	Vessel Design
3621	50	Vessel Construction
3621	51	Vessel Maintenance Preservation
3622	10	Manager of Terminal Engineering
3622	20	Terminal Construction Engineer
3622	21	Terminal Maintenance/Preservation
3622	30	Terminal Design Engineer
3630	10	Director of Operations
3630	20	Operations Center
3630	21	Public Information
3630	22	Dispatch
3630	23	Service Planning Manager
3630	24	Safety Management - Document Control
3630	50	North Zone
3630	70	South Zone
3631	10	Operations Planning Manager
3632	10	Senior Port Captain
3632	21	Vessel Deck Crews

Organization Code Description (Continued)

Washington State Ferries Division (Continued)

3633	21	Vessel Engine Crew
3633	22	Lay-Up Vessel Crew
3634	21	Terminal Operations Crew
3635	01	Anacortes Terminal
3635	03	Bremerton Terminal
3635	07	Colman Dock Terminal
3635	09	Clinton Terminal
3635	11	Eagle Harbor Terminal
3635	13	Edmonds Terminal
3635	15	Fauntleroy Terminal
3635	17	Friday Harbor Terminal
3635	25	Kingston Terminal
3635	27	Keystone Terminal
3635	29	Lopez Terminal
3635	33	Mukilteo Terminal
3635	35	Orcas Terminal
3635	37	Point Defiance Terminal
3635	39	Port Townsend Terminal
3635	41	Southworth Terminal
3635	47	Shaw Terminal
3635	49	Sidney, B.C. Terminal
3635	53	Tahlequah Terminal
3635	55	Vashon Terminal

Organization Code Description (Continued)

Washington State Ferries Division (Continued)

3635	59	Winslow Terminal
3640	10	Senior Manager Administrative Services
3642	10	Accounting Services
3642	15	Capital Program Accounting
3650	10	Deputy Director - Washington State Ferries
3651	10	Planning Director
3653	10	Budget Director
3653	15	Capital Program Development
3653	20	Consultant Liaison
3654	10	Contract Administration
3656	10	Information Technology
3660	10	Director of Human Resources
3661	10	Training Manager
3662	10	Payroll Office
3663	10	Safety Office
3663	11	Hazardous Materials
3670	10	Maintenance Management Director
3672	10	Materials Management
3672	20	Inventory
3672	30	Warehouse
3672	31	Eagle Harbor Parts & Equipment Inventory
3672	32	Consumable Inventory
3672	40	Purchasing

Organization Code Description (Continued)

Washington State Ferries Division (Continued)

3672	50	Communications/Mail Services
3673	10	Port Engineers
3674	10	Terminal Maintenance Engineer
3675	10	Radio Repair
3676	10	Eagle Harbor Maintenance Facility
3676	11	Electrical Shop
3676	12	Paint Shop
3676	13	Carpentry Shop
3676	14	Pipe Shop
3676	15	Machine Shop
3676	16	Sheet Metal Shop
3676	17	Welding Shop
3676	18	Insulation Shop
3690	10	Marine Reserve

Organization Code Description (Continued)

NORTHWEST REGION - Seattle

4100	01	Regional Administrator
4100	02	Special Project Manager - Sound Transit
4101	01	Public Affairs
4102	01	Human Resources Office
4107	01	ARA Program Management & TransAid
4110	01	Program Management Services
4112	01	Consultant Liaison
4120	01	ARA Specialty Services
4120	03	Engineering Services Manager
4120	05	Electrical Services
4120	06	Landscape Section
4121	01	Area Administrator Mt. Baker
4121	02	Planning
4121	07	Environmental Services Manager
4121	10	Environmental Services
4121	11	Plans
4121	12	Utilities
4121	21	Engineering Manager
4121	61	Area Support

Organization Code Description - Regions (Continued)

NORTHWEST REGION - Seattle (Continued)

4122	01	Area Administrator Snohomish
4122	21	Engineering Manager
4122	61	Area Support
4123	01	Area Administrator Seattle - North King
4123	21	Engineering Manager
4123	30	Project Engineer - Bothell
4123	31	Project Engineer - Kent
4123	32	Project Engineer - Bellevue
4123	33	Project Engineer - Everett
4123	34	Project Engineer - Mt. Vernon
4123	35	Project Engineer - Seattle (Dayton Avenue)
4123	36	Project Engineer - Bellevue
4123	37	Project Engineer - Everett
4123	38	Project Engineer - Seattle
4123	39	Project Engineer - Kent
4123	40	Project Engineer - Seattle (Corson)
4123	43	Project Engineer - Seattle (Dayton)
4123	44	Project Engineer - Bellevue
4123	45	Project Engineer - Redmond
4123	46	Project Engineer - Seattle
4123	47	Project Engineer - Seattle (Dayton)
4123	48	Project Engineer - Seattle (Dayton)
4123	49	Project Engineer - Seattle (Corson)

Organization Code Description - Regions (Continued)

NORTHWEST REGION - Seattle (Continued)

4123	50	Project Engineer - Seattle (Corson)
4123	51	Project Engineer - Seattle (Dayton)
4123	52	Project Engineer - Seattle
4123	53	Project Engineer - Seattle (Dayton)
4123	54	Project Engineer - Bellingham
4123	55	Project Engineer - Kent
4123	56	Design Project Office
4123	57	Construction Project Office
4123	58	Design Project Engineer- Dayton Ave.
4124	01	Area Administrator East King
4124	21	Engineering Manager
4124	61	Area Support
4125	01	Area Administrator South King
4125	21	Engineering Manager
4125	61	Area Support
4130	01	Real Estate Services
4140	30	ARA Maintenance
4140	40	Facilities
4140	41	NWR Facilities Maintenance
4140	42	NWR Facilities Engineering
4140	43	NWR Dayton Avenue Facilities
4141	20	Traffic Administration
4141	22	Pavement Markings & Signing

Organization Code Description - Regions (Continued)

NORTHWEST REGION - Seattle (Continued)

4141	24	North Area Traffic Team
4141	26	South Area Traffic Team
4141	27	Region wide Traffic Services
4147	10	Materials Lab
4147	11	Construction Trainers
4151	00	Area 1 Maintenance Administration - Bellingham
4151	10	Area 1 Maintenance - West - Bellingham
4151	20	Area 1 Maintenance - East - Bellingham
4152	00	Area 2 Maintenance Administration - Mt. Vernon
4152	10	Area 2 Maintenance - North - Mt. Vernon
4152	20	Area 2 Maintenance - South - Mt. Vernon
4153	00	Area 3 Maintenance Administration - Everett
4153	10	Area 3 Maintenance - West - Everett
4153	11	Area 3 Maintenance Rest Areas - West - Everett (Silver Lake SB, Smokey Point SB and NB)
4153	20	Area 3 Maintenance - East - Everett
4154	00	Area 4 Maintenance Administration - Kent
4154	10	Area 4 Maintenance - East - Kent
4154	20	Area 4 Maintenance - West - Kent
4154	30	Area 4 Maintenance Plant Life Section - Kent
4155	00	Area 5 Maintenance Administration - Northup - Bellevue
4155	10	Area 5 Maintenance - East - Bellevue
4155	20	Area 5 Maintenance - West - Bellevue

Organization Code Description - Regions (Continued)

NORTHWEST REGION - Seattle (Continued)

4155	30	Area 5 Maintenance Plant Life Section - Bellevue
4155	40	Area 5 Maintenance I-90 Tunnels - Bellevue
4156	00	NWR TEF Manager
4156	01	TEF Administration
4156	03	Main Vehicle Repair Shop
4156	05	Radio Maintenance
4156	11	Area 1 Shop - Bellingham
4156	22	Area 2 Shop - Mount Vernon
4156	33	Area 3 Shop - Everett
4156	44	Area 4 Shop - Kent
4156	55	Area 5 Shop - Northup
4156	77	Information Technology
4157	00	Signal Maintenance
4157	10	Signal Supervisor #1
4157	20	Signal Supervisor #2
4157	30	Electronic Supervisor
4159	00	Bridge Maintenance
4159	20	Floating Bridge Maintenance
4160	01	TransAid Engineer
4160	02	Local Agency Billings
4170	01	Planning and Research Coordinator
4170	02	Development Planning Engineer (in active)
4180	01	Administrative Services

Organization Code Description - Regions (Continued)

NORTHWEST REGION - Seattle (Continued)

4180	02	Region Motor Pool (in active)
4180	03	Text Processing Centers
4182	01	Financial Services
4183	01	Safety Services
4184	01	Purchasing and Inventory
4186	01	Office Services

Organization Code Description - Regions (Continued)

NORTH CENTRAL REGION -Wenatchee

4210	01	Regional Administrator
4217	39	Traffic Counters
4220	01	Project Development Engineer
4222	01	Design Office
4222	02	Plans/Design Planner
4222	03	Utilities Engineer
4222	04	Environmental Services
4222	05	Project Development Office
4230	01	Real Estate Services Administration
4231	01	Project Real Estate Office
4240	01	Construction Engineer
4240	02	Construction Trainers
4242	01	Construction Administration
4243	01	Construction Project Engineer - Wenatchee
4243	02	Construction Project Engineer - Wenatchee
4243	05	Construction Project Engineer - Wenatchee
4243	06	Construction Project Engineer - Materials Laboratory
4247	10	Materials Laboratory
4247	20	Bridge Deck Survey
4250	10	Maintenance Engineer
4250	11	Facilities Planning

Organization Code Description - Regions (Continued)

NORTH CENTRAL REGION -Wenatchee (Continued)

4250	12	Avalanche Control
4250	20	Radio Operations
4251	00	Area 1 Maintenance Administration
4251	10	Area 1 Maintenance - Wenatchee
4251	20	Area 1 Maintenance - Leavenworth
4252	00	Area 2 Maintenance Administration
4252	10	Area 2 Maintenance - Ephrata
4252	20	Area 2 Maintenance - Moses Lake
4253	00	Area 3 Maintenance Administration
4253	10	Area 3 Maintenance - Okanogan
4253	20	Area 3 Maintenance -Twisp
4253	30	Area 3 Maintenance - Electric City
4255	30	Traffic Engineer
4255	31	Striping Crew
4255	32	Signal/Electronics Crew

Organization Code Description - Regions (Continued)

NORTH CENTRAL REGION -Wenatchee (Continued)

4256	01	Equipment Administration
4256	03	Main Vehicle Repair Shop
4256	05	Radio Maintenance
4256	11	Area 1 Shop - Stevens Pass
4256	22	Area 2 Shop - Ephrata
4256	33	Area 3 Shop - Okanogan
4256	44	Area 4 Shop - Electric City
4256	77	Information Technology
4270	01	TransAid Engineer
4270	02	Local Agency Billings
4280	01	Administrative Services
4281	01	Human Resources Office
4282	01	Financial Services
4283	01	Employee Safety Administration
4284	01	Procurement and Supply
4284	44	Surplus Minor Capital Equipment
4290	01	Program Manager

Organization Code Description - Regions (Continued)

OLYMPIC REGION - Tumwater

4310	01	Regional Administrator
4310	02	Olympic Region Public Affairs Office
4320	01	Asst. Regional Administrator, Project Development
4321	01	Design PEO
4321	02	Tacoma Narrows Bridge Study
4321	03	Design Project Engineer
4323	01	Plans Office
4323	02	Right of Way Plans Engineer
4323	03	Utility Engineer
4323	04	Region Environmental Manager
4323	05	Computer Support
4323	06	Design Project Engineer
4330	01	Real Estate Services Administration
4331	01	Project Real Estate Office
4340	01	Assistant Regional Administrator, Operations
4341	01	Operations Engineer - East
4341	02	Tacoma Narrows Bridge Project Manager
4343	01	Construction Project Engineer - Tacoma
4343	04	Construction Project Engineer - Tumwater
4343	05	Construction Project Engineer - Lakewood
4343	06	Construction Project Engineer - (tba)
4343	07	Construction Project Engineer - Port Orchard
4343	08	Construction Project Engineer - Port Angeles

Organization Code Description - Regions (Continued)

OLYMPIC REGION - Tumwater (Continued)

4343	10	Construction Project Engineer - Aberdeen
4347	10	Materials Engineer
4347	11	Construction Trainer
4350	10	Operations Engineer - West
4350	20	Operations Engineer - Bridge & Facilities
4351	00	Area 1 Maintenance Administration - Tacoma
4351	10	Area 1 Maintenance - Roadside
4351	20	Area 1 Maintenance - Roadside
4351	30	Area 1 Maintenance - Tacoma Narrows Bridge
4351	40	Area 1 Maintenance - Roadside
4351	50	Area 1 Roadway Maintenance
4352	00	Area 2 Maintenance Administration - Port Orchard
4352	10	Area 2 Maintenance - Port Orchard East
4352	20	Area 2 Maintenance - Port Orchard West
4352	30	Area 2 Maintenance - Hood Canal Bridge
4353	00	Area 3 Maintenance Administration - Port Angeles
4353	10	Area 3 Maintenance - Port Angeles East
4353	20	Area 3 Maintenance - Port Angeles West
4354	00	Area 4 Maintenance Administration - Aberdeen
4354	10	Area 4 Maintenance - Aberdeen East
4354	20	Area 4 Maintenance - Aberdeen West
4355	10	Traffic Engineer

Organization Code Description - Regions (Continued)

OLYMPIC REGION - Tumwater (Continued)

4355	11	Striping
4355	12	Region-Wide Signal and Illumination
4355	13	Region-Wide Signing
4355	14	Region-Wide Buttons
4355	15	Region-Wide Thermoplastics
4355	16	Incident Response
4355	17	Signal Operations
4355	18	TSMC (Transportation System Management Center)
4356	01	Equipment Administration
4356	03	Main Vehicle Repair Shop
4356	05	Radio Maintenance
4356	11	Area 1 Shop - Tacoma
4356	22	Area 2 Shop - Port Orchard
4356	33	Area 3 Shop - Port Angeles
4356	44	Area 4 Shop - Aberdeen
4356	77	Information Technology
4356	99	Other Governmental Units
4357	11	Facilities

Organization Code Description - Regions (Continued)

OLYMPIC REGION - Tumwater (Continued)

4357	12	Region Bridge Crew
4357	13	Landscape Design
4370	01	TransAid Engineer
4370	02	Local Agency Billings
4370	04	Transportation Planning
4380	01	Administrative Services
4381	01	Personnel Services
4384	01	Supply Services
4384	44	Surplus Minor Capital Equipment
4385	01	Financial Services
4390	01	Program Management

Organization Code Description - Regions (Continued)

SOUTHWEST REGION - Vancouver

4410	01	Regional Administrator
4417	40	Project Control
4420	01	Location Engineer
4420	02	Utilities Engineer
4422	01	Project Design
4422	06	Landscape Design
4425	01	Location Project Engineer
4425	02	Location Project Engineer
4425	03	Location Project Engineer
4430	01	Real Estate Services Administration
4431	01	Project Real Estate Office
4440	01	Construction Administration
4440	02	Construction Trainers
4440	10	Administrative Operations Engineer
4443	01	Construction Project Engineer - Longview
4443	02	Construction Project Engineer - Kozy Kamp/Ridgefield
4443	04	Construction Project Engineer - Kelso
4443	07	Construction Project Engineer - Chehalis
4447	10	Materials Laboratory
4450	01	Operations Engineer
4450	10	Operations and Facilities Administration
4450	12	Adopt-A-Highway Coordinator

Organization Code Description - Regions (Continued)

SOUTHWEST REGION - Vancouver (Continued)

4451	00	Area 1 Maintenance Administration - Vancouver
4451	10	Area 1 Maintenance - Vancouver
4451	20	Area 1 Maintenance - Kelso
4452	00	Area 2 Maintenance Administration - Chehalis
4452	10	Area 2 Maintenance - Chehalis
4452	20	Area 2 Maintenance - Morton
4452	30	Area 2 Maintenance - White Pass
4453	00	Area 3 Maintenance Administration - Raymond
4453	10	Area 3 Maintenance - Raymond
4453	20	Area 3 Maintenance - Naselle
4454	00	Area 4 Maintenance Administration - Goldendale
4454	10	Area 4 Maintenance - Goldendale
4454	20	Area 4 Maintenance - Bingen
4455	10	Traffic Operations
4455	11	Traffic Signal Crew
4455	12	Traffic Signing Crew
4455	13	Traffic Striping Crew
4455	14	Traffic Special Studies
4455	15	Traffic Design
4456	01	Equipment Administration
4456	03	Main Vehicle Repair Shop
4456	05	Radio Maintenance

Organization Code Description - Regions (Continued)

SOUTHWEST REGION - Vancouver (Continued)

4456	11	Area 1 Shop - Kelso
4456	22	Area 2 Shop - Chehalis
4456	33	Area 3 Shop - Raymond
4456	44	Area 4 Shop - Goldendale
4456	77	Information Technology
4457	10	Special Maintenance Crews Administration (traffic crews not included)
4457	11	Special Maintenance Bridge Crew
4457	12	Special Maintenance Trade(s) Crew
4457	13	Special Maintenance Landscape Crew
4460	01	Transportation Planner
4460	02	Planning, Research and Studies
4470	01	TransAid Engineer
4470	02	Local Agency Billings
4480	01	Administrative Services
4481	01	Human Resources Office
4482	01	Office Services
4483	01	Employee Safety Administration
4484	01	Supply Office
4485	01	Financial Services
4490	01	Program Management Services

Organization Code Description - Regions (Continued)

SOUTH CENTRAL REGION - Yakima

4510	01	Regional Administrator
4510	02	Quality Consultant
4520	01	Project Development Engineer
4520	02	Utilities Engineer
4522	01	Development Branch Project Engineer
4522	03	Environmental Services
4522	05	Consultant Liaison Engineer
4530	01	Real Estate Services Manager
4531	01	Real Estate Administration
4540	01	Construction Engineer
4543	01	Construction Project Engineer - Yakima
4543	02	Construction Project Engineer - Yakima
4543	06	Construction Project Engineer - Pasco
4547	10	Materials Laboratory Engineer
4547	12	Materials Research
4550	10	Maintenance Engineer
4550	12	Radio Operations and Permits
4551	00	Area 1 Maintenance Administration
4551	10	Area 1 Maintenance - Ellensburg
4551	20	Area 1 Maintenance - Hyak
4551	30	Area 1 Maintenance - Cle Elum/Bullfrog

Organization Code Description - Regions (Continued)

SOUTH CENTRAL REGION - Yakima (Continued)

4552	00	Area 2 Maintenance Administration
4552	10	Area 2 Maintenance - East Selah
4552	20	Area 2 Maintenance - Toppenish
4552	30	Area 2 Maintenance - Rimrock/Cottonwood
4553	00	Area 3 Maintenance Administration
4553	10	Area 3 Maintenance - Pasco
4553	20	Area 3 Maintenance - Prosser
4554	00	Area 4 Maintenance Administration
4554	10	Area 4 Maintenance - Walla Walla
4554	20	Area 4 Maintenance - Clarkston
4555	00	Special Crews Administration
4555	10	Signal Crew
4555	20	Sign Installation Crew
4555	30	Striping Crew
4555	40	Central Sign Shop
4555	50	Caretakers and Custodians
4555	60	Trades Crew
4556	01	Equipment Administration
4556	03	Main Vehicle Repair Shop
4556	05	Radio Maintenance

Organization Code Description - Regions (Continued)

SOUTH CENTRAL REGION - Yakima (Continued)

4556	11	Area 1 Shop - Cle Elum/Bullfrog
4556	22	Area 2 Shop - East Selah
4556	33	Area 3 Shop - Pasco
4556	44	Area 4 Shop - Walla Walla
4556	77	Information Technology
4557	00	Traffic Operations
4570	01	TransAid Engineer
4570	02	Local Agency Billings
4580	01	Administrative Officer
4581	01	Human Resources Office
4583	01	Safety Services
4584	01	Supply Officer
4584	44	Surplus Minor Capital Equipment
4590	01	Program Management Engineer
4590	02	Project Control Engineer
4590	03	Financial Services
4590	04	Information Technology
4590	05	Planning Engineer

Organization Code Description - Regions (Continued)

EASTERN REGION - Spokane

4610	01	Regional Administrator
4611	01	Public Affairs
4611	02	Employee Safety Administration
4620	01	Project Development Engineer
4622	01	Design Engineer
4622	02	Plans Engineer
4622	04	Utilities Engineer
4622	05	Materials Laboratory
4622	06	Environmental Services
4625	01	Location Project Engineer
4625	03	Location Project Engineer
4630	01	Real Estate Services Administration
4631	01	Project Real Estate Office
4640	01	Construction Administration
4640	02	Construction Trainers
4643	04	Construction Project Engineer - Spokane
4643	07	Construction Project Engineer - Spokane
4643	10	Construction Project Engineer - Spokane
4643	11	Construction Project Engineer - Spokane
4647	10	Materials Laboratory
4647	20	Bridge Deck Survey

Organization Code Description - Regions (Continued)

EASTERN REGION - Spokane (Continued)

4650	10	Operations and Maintenance Engineer
4650	11	Maintenance Administration Engineer
4650	12	Facilities Coordinator
4650	13	Procurement & Inventory
4651	00	Area 1 Maintenance Administration
4651	10	Area 1 Maintenance - Spokane West
4651	20	Area 1 Maintenance - Spokane East
4652	00	Area 2 Maintenance Administration
4652	10	Area 2 Maintenance - Colfax South
4652	20	Area 2 Maintenance - Colfax North
4653	00	Area 3 Maintenance Administration
4653	10	Area 3 Maintenance - Davenport
4653	20	Area 3 Maintenance - Ritzville
4654	00	Area 4 Maintenance Administration
4654	10	Area 4 Maintenance - Colville - Chewelah
4654	20	Area 4 Maintenance - Colville - Northport
4656	01	Equipment Administration
4656	03	Main Vehicle Repair Shop
4656	05	Radio Maintenance

Organization Code Description - Regions (Continued)

EASTERN REGION - Spokane (Continued)

4656	11	Area 1 Shop - Geiger Field
4656	22	Area 2 Shop - Colfax
4656	33	Area 3 Shop - Davenport
4656	44	Area 4 Shop - Colville
4656	77	Information Technology
4660	01	Traffic Design and Operations
4661	32	Signal/Electricians
4661	33	Striping
4670	01	TransAid Engineer
4670	02	Local Agency Billings
4680	01	Human Resources Manager
4681	01	Human Resources Office
4682	01	Office Services
4685	01	Financial Services
4690	01	Program Manager
4693	01	Planning
4696	01	Program Development

Object Codes Introduction

Every expenditure made by the Department has a purpose or object. The information contained in this section provides a detailed listing of all the object codes which are valid for use within the Department.

The object account code consists of three separate elements. The first two characters (one digit each) are assigned by the Office of Financial Management (OFM) and are common to all state agencies. These common characters are used for comparisons of expenditures between state agencies. The last element (a two digit field) is defined by the Department.

For example the Object Code EA 02 provides the following information:

The "E" is the **Object** and is defined by OFM as a purchase of Goods and Services.

The "A" is the **Sub Object** and is defined by OFM as an element of Goods and Services consisting of Supplies and Materials.

The "02" is the **Sub-Sub Object** and is defined by the Department as an element of Supplies and Materials consisting of Sign Manufacturing Supplies.

Since some objects are not reimbursable by FHWA, check the Transportation Reporting Accounting Information System (TRAINS) Object (OBJT) table for eligibility.

The object and sub object definitions by OFM are as follows:

Objects and Sub Objects (continued)

Ax Salaries and Wages (OSC and WSF Division Payroll Offices Only)

AA	State Personnel Board Classified
AC	State Exempt
AE	State Special
AQ	State Ferry System
AS	Sick Leave Buy-Out
AT	Terminal Leave
AU	Overtime and Call-Back

Bx Employee Benefits — State Share (OSC and WSF Division Payroll Offices Only)

BA	Old Age, Survivors, and Disability Insurance
BB	Retirement and Pensions
BC	Medical Aid and Industrial Insurance
BD	Health, Life, and Disability Insurance
BF	Unemployment Compensation
BH	Hospital Insurance (Medicare)
BT	Shared - Sick Leave Provided
BU	Shared Personal Holiday Provided
BV	Shared Leave Provided
BW	Shared Leave Received
BZ	Other Employee Benefits

Cx Personal Service Contracts

CA	Management and Organizational Services
CB	Legal and Expert Witness Services
CC	Financial Services
CD	Computer and Information Services

Objects and Sub Objects (continued)

Cx Personal Service Contracts (continued)

- CF Technical Research Services
- CG Marketing Services
- CH Communications Services
- CJ Employee Training Services
- CK Recruiting Services
- CZ Other Services

Ex Goods and Services

- EA Supplies and Materials
- EB Communications
- EC Utilities
- ED Rentals and Leases
- EE Repairs, Alterations, and Maintenance
- EF Printing Services
- EG Employee Professional Development and Training
- EJ Subscriptions
- EK Facilities and Services
- EL Data Processing Services
- EM Attorney General Services
- EN Personnel Services
- EP Insurance
- EQ Non inventorable Assets
- ER Purchased Services
- ES Vehicle Maintenance and Operating Costs
- ET Audit Services
- EV Administrative Hearings Services
- EW Archives and Records Management Services
- EX Office of Minority and Women's Business Enterprises
- EZ Other Goods and Services

Objects and Sub Objects (continued)

Gx Travel

GA	In-State Subsistence and Lodging
GB	In-State Air Transportation
GC	Private Automobile Mileage
GD	Other Travel Expenses
GF	Out-of-State Subsistence and Lodging
GG	Out-of-State Air Transportation
GN	Motor Pool Services

Jx Capital Outlays

JC	Furnishings, Equipment, and Software
JE	Land
JF	Buildings
JG	Highway Construction
JH	Improvements Other than Buildings
JJ	Grounds Development
JK	Architectural and Engineering Services
JM	Works of Art and Historical Landmarks
JN	Relocation Costs
JZ	Other Capital Outlays

Nx Grants, Benefits, and Client Services

NR	Loan Disbursements
NZ	Other Grants, Benefits, and Client Services

Objects and Sub Objects (continued)

Px Debt Service

PA	Principal, Current Payable
PB	Interest
PC	Other Debt Services
PD	Principal - OST Lease/Purchase Agreements
PE	Interest - OST Lease/Purchase Agreements

Sx Interagency Reimbursements

SA	Salaries and Wages
SB	Employee Benefits
SC	Personal Service Contracts
SE	Goods and Services
SG	Travel
SJ	Capital Outlays
SN	Grants, Benefits, and Client Services
SP	Debt Service

Tx Intra-Agency Reimbursements

TA	Salaries and Wages
TB	Employee Benefits
TC	Personal Service Contracts
TE	Goods and Services
TG	Travel
TJ	Capital Outlays
TZ	Unidentified

Objects and Sub Objects (continued)

Wx Depreciation, Amortization, and Bad Debts

- WA Depreciation Expense
- WB Amortization Expense
- WC Bad Debts Expense
- WD Change to Capitalization Policy

Zx Unalloted Budget Accounts

- ZA Unallocated Salaries & Wages
- ZB Unallocated Employee Benefits
- ZC Unallocated Personal Services
- ZD Unallocated FTE's
- ZE Unallocated Goods & Services
- ZG Unallocated Travel
- ZJ Unallocated Capital Outlay
- ZK Unallocated Non-Capital Fixed Assets
- ZN Unallocated Grants & Loans
- ZP Unallocated Debt Service
- ZS Unallocated Inter-Agency Reimbursement
- ZT Unallocated Intra-Agency Reimbursement

Objects and Sub Objects (continued)

USAGE RESTRICTIONS

Inter-Agency and Intra-Agency credit objects (Sxxx and Tx60 and Tx61), are used to record reimbursement of expenditures from other agencies or funds. These objects are used by the Third Party billing system (JOBT & ROBJ) tables for categorizing charges when creating invoices.

If an object is charged to a local appropriation (subprogram R5, Nx work order prefixes), and billed to another state agency or fund, it will be converted to an Sx (agency) or Tx (fund) object for an appropriation credit. If the original object was EA 01, and reimbursable from another agency, it would be recorded as SE 01; or from another fund it would be TE 60. See the ROBJ table for all conversions.

The Object Type (OTYP) table is used by maintenance for calculating budget detail plans of expenses.

L =	Labor
E =	Equipment
M =	Materials
O =	Other (blank will default to other)

The Object Group (OGRP) table is used to indicate an object used for reimbursement.

All Tx Object accounts must zero at the agency level at the fiscal year and end of biennium reporting to AFRS.

LABOR

Objects for labor are assigned by the two labor distribution systems.

WSDOT	dr TA 10, TA 11 (both with hours) cr TA 12 (Fund 108 subprog P0)
WSF subprogram X5)	dr TA 14, TA 15, TA 16 (Fund 519 cr TA 12

EQUIPMENT AND MIS BILLING

Object accounts for equipment rentals are assigned by class of equipment as designated in the Fleet and Equipment Management System. (ED 02, , ED 13, ED 14, ED 15, ED 16, ED 19, GN 02, (and related non participating objects) and TZ 13, TZ 23).

Objects for data processing equipment usage are assigned by the MIS DP billing system. (EL 14, EL 15, EL 16, EL 18, EL 19, EL 20, (and related non-participating objects) and TZ 02, TZ 14, TZ 15, TZ 16, TZ 18, TZ 19).

Objects and Sub Objects (continued)

BASIC ACCOUNTING TRANSACTION SYSTEM (BATS)

Offsetting TE accounts are used in the BATS system distribution. The debits are for services rendered and are charged to various work orders, subprograms, and appropriations. The credit stays in subprogram P5.

debit	TE 75	np dr	TE 85	credit	TE 91	Geographic Services (AD 0039)
debit	TE 73	np dr	TE 83	credit	TE 95	Printing Services (AD 0041)
debit	TE 76	np dr	TE 86	credit	TE 90	Materials Laboratory (AD 0040)

BRIDGE

Bridge Inspection redistribution from subprogram P6 also uses TE objects:

debit	TE 77	np dr	TE 87	credit	TE 94	Bridge Inspections.
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OTHER

Manual distribution is done from subprogram S2 for Text Processing charges using objects: TE 74 and TE 92. Graphic Services charges to be redistributed are set up to use objects: TE 78 and TE 93.

end

Object Definitions

Ax Salaries and Wages — Payroll Offices Only (Olympia Service Center and Washington State Ferries)

Amounts paid to persons who provide personal services subject to the direction and control of the Department both as to what shall be done and how it shall be done. It does not matter that the Department permits the employee considerable discretion and freedom of action, as long as the Department has the legal right to supervise and control the method and the result of the services.

An individual is not an employee of the State if the individual has a substantial investment in facilities normally provided by the state (or employer) to employees used to perform such services (other than facilities for transportation), or if the services are a single transaction not part of a continuing relationship with the Department for whom they are performed.

The following object/sub-object codes are used only for Department employees.

AA	—	State Personnel Board Classified
AC	—	State Exempt
AE	—	State Special
AQ	—	State Ferry System
AS	—	Sick Leave Buy-Out
AT	—	Terminal Leave
AU	—	Overtime and Call-Back

AA 01 State Personnel Board Classified Service — Permanent Full Time

Amounts paid to employees/positions whose salaries are set in accordance with the State Personnel Board salary schedule and compensation plans, except those employees/positions whose salaries are set by the State Personnel Board under the provisions of additional exemptions requested by elected officials, RCW 41.06.070(22), and the Executive Assistants for Personnel Administration, RCW 41.06.070(21).

In the Department of Transportation "Permanent Full Time" positions are identified on the Personnel/Payroll Action Form (P2) as Unit "M" (Section 2 Box 18) Part Time % "100" (Section 2 Box 13).

Object Definitions (Continued)

AA 02 State Personnel Board Classified Service — Permanent Part Time

Amounts paid to employees/positions whose salaries are set in accordance with the State Personnel Board salary schedule and compensation plans, except those employees/positions whose salaries are set by the State Personnel Board under the provisions of additional exemptions requested by elected officials, RCW 41.06.070(22), and the Executive Assistants for Personnel Administration, RCW 41.06.070(21).

In the Department of Transportation “Permanent Part Time” positions are identified on the Personnel/Payroll Action Form (P2) as Unit "M" (Section 2 Box 18) Part Time % "less than 100" (Section 2 Box 13).

AA 03 Temporary Full Time

Amounts paid to employees/positions who are employed for single or multiple periods during the absence of a permanent employee or during a workload peak when there is a need to fill a position for not more than nine months or 1560 non-overtime hours or while recruitment is being conducted to establish a complete register.

In the Department of Transportation “Temporary Full Time” positions are identified on the Personnel/Payroll Action Form (P2) as Unit "H" (Section 2 Box 18) Part Time % "100" (Section 2 Box 13).

AA 04 Temporary Part Time and Intermittent

Temporary Part Time - Amounts paid to employees/positions who are employed for single or multiple periods during the absence of a permanent employee or during a workload peak when there is a need to fill a position for not more than nine months or 1560 non-overtime hours or while recruitment is being conducted to establish a complete register.

Intermittent - Employment without any understanding of continuity, fitting no particular pattern and performed for no more than a total of (nine months) 1560 hours during any consecutive 12-month period.

In the Department of Transportation “Temporary Part Time and Intermittent” positions are identified on the Personnel/Payroll Action Form (P2) as Unit "H" (Section 2 Box 18) Part Time % "less than 100" (Section 2 Box 13).

Object Definitions (Continued)

AA 08 Seasonal

Amounts paid to employees/positions for work that is cyclic in nature and beginning at approximately the same time each year lasting for a minimum of five months and a maximum of nine months in any consecutive 12-month period.

In the Department of Transportation "Seasonal" positions are identified on the Personnel/Payroll Action Form (P2) as Unit "M" (Section 2 Box 18) Part Time % "0 to 100" (Section 2 Box 13).

AC 01 State Exempt — Full Time

Those employees/positions whose salaries are set by the Governor, upon recommendation of the State Committee on Salaries or by appropriate boards and commissions; and those employees/positions whose salaries are set by the State Personnel Board under the provisions of exemptions requested by elected officials, RCW 41.06.070(22), and the executive assistant for personnel administration, RCW 41.06.070(21).

This category includes employees/ positions whose salaries are established by agency heads, such as confidential secretaries, administrative assistants, and assistant attorneys general.

AC 02 State Exempt — Other Than Full Time

Those employees/positions whose salaries are set by the Governor or the State Personnel Board. This also includes salaries established by agency heads.

AE 02 Commission Compensation

All legislative staff employees/positions for which the legislature establishes compensation rates. Also includes members or statutorily established boards, commissions, councils, and committees.

Object Definitions (Continued)

AQ 01 Ferry System Employees — Full Time

All Ferry System employees/positions whose salaries are set through direct negotiation between the designated agency and employee representatives. To be used for straight time employees — pay code 01.

AQ 06 Ferry System Employees — Full Time — Miscellaneous Leave

Leave used for guaranteed holiday(00), Vacation (08), Sick Leave (03), and Miscellaneous Leave (14-99 except 21, 23, 24).

AS 01 Sick Leave Buy-out

Payments for accrued sick leave as provided under RCW 41.04.340.

AT 01 Terminal Leave

Payments for accrued annual leave made to employees upon termination of employment.

AU 01 Overtime and Call-Back Compensation

Additional amounts paid to employees for working overtime and under callback provisions of contracts and work agreements.

end

Object Definitions (Continued)

Bx Employee Benefits — State Share, Payroll Offices Only (Olympia Service Center and Washington State Ferries)

Identifies the benefits provided to/for Employees.

BA	—	Old Age, Survivors, and Disability Insurance
BB	—	Retirement and Pensions
BC	—	Medical Aid and Industrial Insurance
BD	—	Health, Life, and Disability Insurance
BF	—	Unemployment Compensation
BH	—	Hospital Insurance (Medicare)
BT	—	Shared - Sick Leave Provided
BU	—	Shared Personal Holiday Provided
BV	—	Shared Leave Provided
BW	—	Shared Leave Received
BZ	—	Other Employee Benefits

BA 01 Old Age and Survivors Insurance

The amounts expended as the state's share of Old Age, Survivor's and Disability Insurance. Does not include Hospital Insurance (Medicare) premiums.

BB 01 Retirement and Pensions

The amounts expended as the state's share of retirement and pension benefits.

BC 01 Medical Aid and Industrial Insurance

The amounts expended as the state's share of medical aid and industrial insurance.

BD 01 Health, Life, and Disability Insurance

The amounts expended as the state's share of health, life, and disability insurance.

Object Definitions (Continued)

BF 01 Unemployment Compensation

The amounts expended to pay for the unemployment compensation benefits received by former state employees.

BH 01 Hospital Insurance (HI)

The amounts expended as the state's share of hospital insurance (Medicare Part A).

BT 01 Sick Leave Provided for Shared Leave

The dollar value of sick leave donated by WSDOT employees in conjunction with the state's Shared Leave Program.

BU 01 Personal Holiday Provided for Shared Leave

The dollar value of the Personal Holiday donated by WSDOT employees in conjunction with the state's Shared Leave Program.

BV 01 Annual Leave Provided for Shared Leave

The dollar value of annual leave donated by WSDOT employees in conjunction with the state's Shared Leave Program.

BW 01 Shared Leave Received

The dollar value of sick leave received by WSDOT employees in conjunction with the state's Shared Leave Program.

BZ 01 Other Employee Benefits

The amounts expended for benefits other than those indicated above. Such as the state's share of the quarterly billing for Dependent Care.

end

Object Definitions (Continued)

Cx Personal Service Contracts

A personal services contract requires specific professional or technical expertise to accomplish a specific task which requires the rendering of an opinion, judgment or recommendation, and is to be accomplished within a given time frame. (Refer to RCW 39.29, Directives D27-50, D17-80, D74-08)

The term agreement as used herein includes new contracts and amendments and/or renewals of existing contracts with individuals or firms.

Agreements for these contracts are designated as "Y" agreements and the Numbers are assigned by the Accounting Services Office.

Note: Personal service type contracts with other governmental agencies should not be classified as "Cx" object. These contracts should be reported as object "ER — Purchased Services". Amounts expended for architectural and engineering services on capital projects are to be recorded as "JK — Architectural and Engineering Services".

CA	—	Management and Organizational Services
CB	—	Legal and Expert Witness Services
CC	—	Financial Services
CD	—	Computer and Information Services
CF	—	Technical Research Services
CG	—	Marketing Services
CH	—	Communications Services
CJ	—	Employee Training Services
CK	—	Recruiting Services
CZ	—	Other Services

CA 01 Management and Organizational Services

The amounts expended, on personal service contracts, for services to provide management with recommendations on enhanced efficiencies, productivity improvements, quality control, program implementation or evaluation, organizational structure or framework of the agency or divisions within the agency.

Includes permit agents and terminal agents.

Object Definitions (Continued)

CA 02 Medical Aid Health Services

Amounts expended, on special medical services relating to the prevention, cure, care, or diagnosis of employees, or to the training of individuals for rendering of such services.

CB 01 Legal

Amounts expended, on personal service contracts, for non-state attorneys, legal aides, and expert witnesses for the purpose of preparing for and/or conducting litigation. **Does not include** amounts expended for court reporters or lay witnesses (reference ER06).

Includes the conducting of hearings.

CB 02 Appraisal

Amounts paid for appraisal services performed by contract fee appraisers.

CC 01 Accounting

Amounts paid for special services relating to the maintenance and reporting of financial transactions rendered by a CPA, CPA firm, or other individuals or organizations qualified to perform such services.

Does not include amounts expended for the state actuary, attorney general, or state auditor.

CC 02 Auditing

Amounts paid for special audit services rendered by a CPA, CPA firm, or other individuals or organizations qualified to perform such services. Includes regular and special audits.

Does not include amounts expended for the State Auditor, reference Object Code ET01.

CD 01 Data Processing

Amounts paid for special data processing services rendered by individuals or organizations qualified to perform such services. Does not include payments to Department of Information Services, refer to EL objects.

Object Definitions (Continued)

CF 01 Research and Surveys

Amounts paid for property appraisals, cost estimations, aerial and archaeological surveys, and scientific and technical studies. Does include hull surveys.

Does not include amounts expended on capital projects. These amounts are to be recorded as "Sub-Object JK01 — Capital Outlays".

CG 01 Marketing Services

Amounts paid, on personal service contracts, for public relations, media services, conference coordination, trade show coordination, market research surveys, public involvement services, and other related services to inform the public or other governmental agencies about a subject.

CH 01 Communications Services

Amounts paid, on personal service contracts, for the design, development, or oversight of media productions, videos, brochures, maps, posters, annual reports, speech writing, and other related services to inform the public or other governmental agencies about a subject.

CJ 01 Employee Training Services

Amounts paid, on personal service contracts, to provide training to meet agency specific training needs, and employee counseling services.

Does not include training which is offered on a continual or recurring basis to all or most employees. Management training is to be procured on a personal service contract.

CK 01 Recruiting Services

Amounts paid, on personal service contracts, for the services performed by a professional search firm (headhunters) to fill vacant positions in an agency.

Does not include amounts paid to trade magazines, or newspapers for publishing open position announcements.

CZ 01 Other Personal Services

Amounts paid for personal services other than those described above. Includes contract police, security, and investigative services.

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Object Definitions (Continued)

Ex Goods and Services

These accounts include all payments for services rendered to the State under express or implied contract with the exception of items classified under Object "Cx" Personal Services Contracts and "Gx" Travel. These materials and supplies are:

- 1.) ordinarily consumed or expensed within one year after being put into service,
- 2.) converted in the process of construction or manufacturing, or
- 3.) used to form a minor part of equipment or fixed property.

Freight charges whether invoiced separately or included on the invoice will be charged to the object used for the material, equipment, etc.

EA	—	Supplies and Materials
EB	—	Communications
EC	—	Utilities
ED	—	Rentals and Leases
EE	—	Repairs, Alterations, and Maintenance
EF	—	Printing Services
EG	—	Employee Professional Development and Training
EJ	—	Subscriptions
EK	—	Facilities and Services
EL	—	Data Processing Services
EM	—	Attorney General Services
EN	—	Personnel Services
EP	—	Insurance
EQ	—	Non Capitalized Assets
ER	—	Purchased Services
ES	—	Vehicle Maintenance and Operating Costs
ET	—	Audit Services
EU	—	State Owned and/or Leased Facility Energy Costs
EV	—	Administrative Hearings Services
EW	—	Archives and Records Management Services
EX	—	Office of Minority and Women's Business Enterprises
EZ	—	Other Goods and Services

Object Definitions (Continued)

EA 01 Supplies and Materials

Amounts paid for materials and supplies acquired through various forms of purchase which are ordinarily consumed or expended within one year. These items are normally purchased through Stores. Such as, but not all inclusive, staplers, wastepaper baskets, pencils, pens, paper (notebooks, computer, copier, fax, etc.) various small office supplies, nails, screws, film, film developer, toner (printer, fax, copier, etc.) diskettes, cleaners, other miscellaneous items etc. Also includes annual tool allowance paid to OEF employees.

If services are included with materials, use "ER" objects.

To better track major expenses, separate objects have been established for road patching materials (EA09) and de-icing materials (EA19).

EA 02 Sign Manufacturing Supplies

Amounts paid for materials and supplies needed to manufacture signs.

EA 03 Supplies and Materials for Work Camps

Amounts paid for food and supplies purchased for use at Department maintenance camps to provide employees with meals and lodging.

EA 04 Microcomputers Supplies and Materials (Non-Stores Purchased Items Only)

Amounts expended for microcomputer expendable/consumable items with a unit cost/value less than \$300. Includes: Replacement keyboards, cables, software or supplies etc.

Note: If the hardware cost/value exceeds \$300 per unit, reference EQ06; or the software is an upgrade to the 'level playing field' or the cost/value exceeds \$300 per unit, reference Object Code EQ07.

EA 06 Protective and Safety Clothing

To record the purchase of items prescribed to be worn for safety reasons by Washington General Safety and Health Standards, or as protection against substances or unusual conditions potentially injurious to health, or to protect the employee against weather, dust, discoloration, etc. usually encountered on the job.

Rental and laundry of these items is to be charged to ER 11.

Object Definitions (Continued)

EA 07 Uniform Clothing

To record the purchase of items of clothing required to be worn on specific work assignments dealing with public contact as an official of the State.

Rental and laundry of these items is to be charged to ER 11.

EA 08 Telephones — Non Inventoried, Non Capitalized

To record the purchase of telephones with a value less than \$1,000 and not inventoried.

EA 09 Road Patching Materials — Vendor Purchased

To record the direct purchase of road patching materials that are not inventoried.

EA 10 Inventory Receipts of Materials (Consumable Inventory System only)

This account is used to record all purchases of items placed in inventory.

NOTE: For non OEF use.

EA 11 Inventory Issues — Credit (Consumable Inventory System only)

This account is used to record the reduction of inventory due to issues.

EA 12 Inventory Transfers (Consumable Inventory System only)

This account records the transfer of items from one Inventory Control Point (ICP) to another within the inventory system.

EA 13 Inventory Price Variance (Consumable Inventory System only)

Account maintained to accumulate the difference between the received price and payment price. Significant adjustments will be investigated.

This account does not affect the value of the inventory (OS, EP, SP and ST Work Orders).

EA 14 Inventory Write Offs (Consumable Inventory System only)

Account records the change to "Inventory Value on Hand" due to obsolescence or lower market price.

Object Definitions (Continued)

EA 15 Inventory Overages/Shortages (Consumable Inventory System only)

Account records the effects of increases and decreases to inventory due to physical inventory adjustments.

EA 16 Inventory Cannibalization (Consumable Inventory System only)

Account is used when component parts are removed for placement into inventory.

EA 17 Inventory Manufacturing in Process Transfer

Account records the additions to inventory for manufacturing in process.

EA 18 Inventory Adjustments

Account used to record net effect of adjustments as a result of write offs, overages/shortages, and cannibalization to the inventory system.

Offset to objects EA 14, EA 15, and EA 16. This account does not affect the value of the inventory.

EA 19 De-Icing Materials — Vendor Purchased

To record the direct purchase of de-icing materials that are not inventoried.

EA 20 Inventory Expenditure Reversal (OSC Use Only)

This account is used to offset EA10, EA11, and EA12 postings from the Inventory (SA) System so that inventory receipts, issues and transfers will not be recorded as expenditures. This object is set up for use in Type 23 transactions.

EA 21 Light Refreshments

Light refreshments purchased for meetings and formal training sessions.

EA 79 Inventory Issues — Debit

This account records all materials and supplies issued from inventory.

EA 80 Inventory Issues — Cleaning Supplies

Cleaning supplies issued from inventory (e.g., ammonia, brushes, brooms, etc.).

Object Definitions (Continued)

EA 81 Inventory Issues — Restroom Supplies

Supplies used to maintain restrooms in operating condition issued from inventory to various projects (e.g., dispensers, soap, paper towels, and tissue).

EA 82 Inventory Issues — Safety Supplies

Supplies used to meet safety requirement issued from inventory (e.g., face shields, first aid kits, goggles, fire hose, etc.).

EA 99 Beginning and Ending Inventory

Account used to record beginning and/or ending inventory balance (value).

EB 01 Communications — Telephone OMWBE exempt.

Amounts paid for the transmission of messages from place to place by telephone, including Scan, Centrex services.

Also includes switchboard and fax machine service charges, telephone installation costs, installation and maintenance costs, voice lines.

Does not include Cellular telephones (EB03) or data lines (EL03).

EB 02 Communications — Other than Telephones

Amounts paid for the transmission of messages from place to place other than by telephone.

Includes contractual charges for fax charges, land telegraph service, radio and wireless telegraph service, facsimile service, teletype service, letter postage (including bulk mailing), rental of post office boxes or postage meter machines and/or mailing machines, and contractual messenger service (including United Parcel Services (UPS) and Federal Express), overnight mail delivery, service of legal documents and paggers.

EB 03 Communications — Cellular Telephones

Amounts paid for the transmission of messages from place to place by cellular telephone.

Includes switchboard and service charges, telephone installation costs, installation and maintenance costs, and other costs associated with cellular phones only.

Object Definitions (Continued)

EC 01 Utilities - General

Amounts paid for water, sewer, garbage service, and other utility services (not listed below) for state owned and / or leased facilities/properties, where energy costs are not included as part of the monthly lease payments.

EC 02 Utilities - Natural and Propane Gas

Amounts paid for Natural and Propane gas used in heating state owned facilities/properties, where energy costs are not included as part of the monthly lease payments.

EC 03 Utilities - Diesel and Heating Oils

Amounts paid for diesel and heating oils for state owned facilities/properties, where energy costs are not included as part of the monthly lease payments.

EC 04 Utilities - Other Heating and Power Supplies

Amounts paid for wood, coal or other heating and power supplies for state owned facilities/properties, where energy costs are not included as part of the monthly lease payments.

EC 05 Utilities - Electricity

Amounts paid for electricity and associated services for state owned facilities/properties, where energy costs are not included as part of the monthly lease payments.

EC 06 Utilities — Sewage Pumping

Amounts paid for pumping sewage.

EC 07 Utilities — Bilge Pumping

Amounts paid for pumping of bilges and disposal of waste.

EC 08 Hazardous Material Disposal

To record expenses associated with the transportation and disposal of hazardous material. Also includes costs associated with the cleanup of fuel sites.

Object Definitions (Continued)

ED 01 Rentals and Leases — Information Technology Products

The amount paid for rentals and leases of Information Technology hardware, software, and peripherals.

ED 02 Operations Transportation Equipment Fund (OTEF) Rental Revenue

System generated from the monthly equipment journal voucher. See also **ED 12**. All amounts paid to the Operations Transportation Equipment Fund (OTEF) for use of equipment in classes 02 - 25 (except for 05-02, 05-10 and 05-11 which are charged to GN02). This equipment is primarily intended for highway maintenance and construction purposes rather than carrying personnel and is rented to the user based on assigned and/or use hours.

ED 03 Rentals and Leases — All Other Property and Equipment OMWBE exempt.

Amounts paid for the possession and use of land, structures and equipment owned by others, the possession of which is to be relinquished at a future time.

Office copiers must be charged to ED 07.

Also includes payments to Department of General Administration — Motor Pool for rental of operating equipment that is not primarily designed for the carrying of personnel, rental of storage sites, barges for drilling, audio-visual equipment, engineering equipment, operating equipment, office furniture, meeting/conference rooms, and parking spaces. Does not include light refreshments at meetings.

ED 04 Rental — WSDOT Owned or Operated Capital Facilities OMWBE exempt.

Amount paid by WSDOT programs for the use of property and buildings owned or operated by WSDOT Capital Facilities

ED 05 Rentals and Leases — Property (WSF Only) OMWBE exempt.

Amount paid for the possession and use by the Washington State Ferries division of land and buildings.

ED 06 Rental for exhibition booth

Amount paid for the rental of or fees associated with an exhibition booth or display at conferences, fairs, exhibitions, etc.

Object Definitions (Continued)

ED 07 Rentals and Leases — Copy Machines

Amounts paid for payment of rentals and leases of copiers. This will also include the cost of accessories such as sorters, automatic document feed, paper cassettes, etc. Does not include supplies such as paper, toner, or dispersal's.
(Reference Object Code EA 01.)

ED 12 Operations Transportation Equipment Fund (OTEF) Rental Revenue Non-Participating

System generated from the monthly equipment journal voucher. See also **ED 02**. All amounts paid to Operations Transportation Equipment Fund (OTEF) for use of equipment in classes 02 through 25(except for 05-02, 05-10 and 05-11 which are charged to GN 02). This equipment is primarily intended for highway maintenance and construction purposes rather than carrying personnel and is rented to the user based on assigned and/or use hours.

ED 13 OTEF Equipment Rental — Printing Services (Nonservice)

System generated from the monthly equipment journal voucher. See also **ED 23**. All amounts paid to Operations Transportation Equipment Fund for use for “Printing (Subprogram E1 01 - Class 26) Equipment” based on hourly rates.

ED 14 OTEF Equipment Rental — Geographic (Nonservice)

System generated from the monthly equipment journal voucher. See also **ED 24**. All amounts paid to Operations Transportation Equipment Fund for use of “Geographic (Subprogram E1 01 - Class 27) Equipment” based on hourly rates.

ED 15 OTEF Equipment Rental — Materials Lab (Nonservice)

System generated from the monthly equipment journal voucher. See also **ED 25**. All amounts paid to Operations Transportation Equipment Fund for use of “Materials Lab (Subprogram E1 01 - Classes 40 through 43) Equipment” based on hourly rates.

ED 16 OTEF Equipment Rental — Other Major Equipment

System generated from the monthly equipment journal voucher. See also **ED 26**. All amounts paid to Operations Transportation Equipment Fund for use of “Other Major (Subprogram E1 01 - Class 60) Equipment” based on hourly rates.

ED 19 OTEF Equipment Rental — Engineering Field Equipment

System generated from the monthly equipment journal voucher. See also **ED 29**. All amounts paid to Operations Transportation Equipment Fund for use of “Engineering Field (Subprogram E1 01 - Class 29) Equipment” based on hourly rates.

Object Definitions (Continued)

- ED 23 OTEF Equipment Rental — Non-Participating Printing Services (Nonservice)**
System generated from the monthly equipment journal voucher. See also **ED 13**. All amounts paid to Operations Transportation Equipment Fund for use for “Printing Services (Subprogram E1 01 - Class 26) Equipment” based on hourly rates.
- ED 24 OTEF Equipment Rental — Non-Participating Geographic (Nonservice)**
System generated from the monthly equipment journal voucher. See also **ED 14**. All amounts paid to Operations Transportation Equipment Fund for use of “Geographic (Subprogram E1 01 - Class 27) Equipment” based on hourly rates.
- ED 25 OTEF Equipment Rental — Non-Participating Materials Lab (Nonservice)**
System generated from the monthly equipment journal voucher. See also **ED 15**. All amounts paid to Operations Transportation Equipment Fund for use of “Materials Lab (Subprogram E1 01 - Classes 40 through 43) Equipment” based on hourly rates.
- ED 26 OTEF Equipment Rental — Non-Participating Other Major Equipment**
System generated from the monthly equipment journal voucher. See also **ED 16**. All amounts paid to Operations Transportation Equipment Fund for use of “Other Major (Subprogram E1 01 - Class 60) Equipment” based on hourly rates.
- ED 29 OTEF Equipment Rental — Non-Participating Engineering Field Equipment**
System generated from the monthly equipment journal voucher. See also **ED 19**. All amounts paid to Operations Transportation Equipment Fund for use of “Engineering Field (Subprogram E1 01 - Class 29) Equipment” based on hourly rates.
- EE 01 General Equipment Repairs (other than TEF Equipment, Vessels or Aircraft)**
Amount paid for repairs to general equipment which is not TEF equipment, vessels or aircraft. Such equipment as general office equipment, etc.
- EE 02 Maintenance — Information Technology Products**
Amounts paid for repairs, extended warranties, upgrades and maintenance agreements of existing information technology hardware, software, and peripherals.

Reference Object code EA04 for treatment of microcomputer software and Object code EQ06 non-capitalized hardware acquisition which cost less than \$5,000.
- EE 03 Maintenance — Copiers, Fax Machines and Paper Shredders**
Amounts paid for repairs, extended warranties, upgrades and maintenance agreements of copiers, fax machines and paper shredders.

Object Definitions (Continued)

EE 04 Outside Repairs to Terminal Facilities

Amounts paid to outside vendors for repair services performed on WSF owned or leased property and terminal facilities.

EE 05 Maintenance to State Owned Airports

Amounts paid for moving, fence repair, runway painting, etc.

EE 06 Highway Maintenance (M2 Only)

Amounts paid to contractors for the actual construction activities to restore and/or repair a highway, highway feature, or highway structure.

EE 07 Plant Maintenance (D4 Only)

Amounts paid to contractors for the actual construction, improvement, or addition to a plant facility, which more than restores it to its former good condition.

EE 08 General Administration — Plaza Garage (OSC Accounting Services Only)

Amounts paid to General Administration for specific Capital Projects on the Department of Transportation's building and parking plaza.

Refer to subprogram U7.

EF 01 Printing Services

Amounts paid for contractual printing services, binding operations, and all common processes of duplication. May be performed by the State Printer or commercial printers.

Does not include subscriptions or purchase of individual book.

Excludes rentals and leases of copier machines.

EF 02 Books and Written Materials

Amounts paid for books and written materials. Includes personal computer manuals, books, CD Roms and pamphlets used for reference materials. Excludes subscriptions (EJ01) and printing services (EF01).

EF 03 Printing Services — Tickets (WSF Division Only)

Amounts paid for the printing of WSF Ticket stocks.

Object Definitions (Continued)

EG 01 Training Registration Fees

Amounts paid for registration fees for individuals attending training courses.

Does not include any travel expense or conference registration fee.

EG 02 Conference/Technical meetings and Seminar Fees OMWBE exempt

Amounts paid for individual and/or agency participation in conferences, technical meetings and seminars.

Does not include travel and living expenses except where meals are included in the fee.

EG 03 Tuition Reimbursement

Amounts paid for tuition fees of employees attending education courses through the Tuition Reimbursement Training Program.

Does not include travel, living expenses, books, or parking fees.

EG 04 Audio-Visual Aids

Amounts paid for audio-visual aids for direct learning activities (i.e. Training classes, etc.).

This includes films, video tapes, audio tapes, slide/tape programs, slides, overhead transparencies, etc..

Excludes blank film, video and audio tapes and overhead transparencies (Refer to “EA” Objects).

EG 05 Tuition Reimbursement (EIT/PE)

Amounts paid for tuition fees of employees attending courses directly related to preparation for the EIT and PE examinations. Reimbursement is accomplished through the EIT/PE Reimbursement Training Program. It does not include travel, living expenses, books, parking fees, or private tutoring.

EG06 Dues/Memberships/Association Fees OMWBE exempt

Amounts paid for individual and /or agency membership in associations and organizations

EG 07 Training Provided by Other Governmental Entities

Amounts paid to other governmental entities for providing courses to meet specific agency needs

Object Definitions (Continued)

EG 18 Employee Recognition Awards and Awards Light Refreshments

All amounts paid as an award to employees for accomplishments (including outstanding achievements, safety performance, and service to the department) or for costs associated with the function including facilities rental or coffee and/or light refreshments as part of a recognition award in accordance with RCW 41.60.150. Such awards may not exceed \$200 (For Cash Awards use NZ18).

EJ 01 Subscriptions

Amounts paid for subscriptions to newspapers and periodicals and/or services providing informational reports (e.g. newspaper clipping service).

Also includes amounts paid for phone books.

EK 01 Facilities and Services (OSC Accounting Services Only)

Amounts paid to the Department of General Administration Facilities and Services Revolving Fund for services provided, which includes maintenance of buildings and grounds, messenger service, parking maintenance, and the Division of Real Estate Services. **Refer to subprogram U4.**

EK 02 PAF Fees Paid Directly to General Administration (OSC Accounting Services Only)

Amounts paid to the Department of General Administration for Purchasing Administrative Fees (PAF).

EK 03 PAF Fees Paid Directly to General Administration – Fuel (OSC Accounting Services Only)

Amounts paid to the Department of General Administration for Purchasing Administration Fee (PAF) services.

Object Definitions (Continued)

EL 01 Information Technology Services

Amounts paid to the Department of Information Services (RCW 43.88.020) or other public entities for charges associated with the running of a computer system in a production status.

EL 02 Application Support Services

Amounts paid to Department of Information Services (RCW 43.88.020), or other public entities providing services in support of:

- 1.) Mainframe application and database development and modification for IBM mainframe computer systems using the MVS operating system with the TSO and CICS environments.
- 2.) Client/Server and Workstation Application and Database Development and Modification.
- 3.) Local Area Network Server and Workstation Installation and Support.
- 4.) Geographic Information System (GIS) Development and Modification.

EL 03 Data Communication Services

Amounts paid to Department of Information Services (RCW 43.88.020), or other public entities providing data communication services that may include installation fees, monthly circuit costs, and trouble shooting costs.

EL 14 MIS Production System Charges (MIS Billing System Only)

Payments made to MIS for charges associated with the running of a computer system in a production status.

Includes data entry, disk storage, job-keys, TSO, and CICS logon sessions.
See also **EL 24**.

EL 15 MIS Computer Equipment Charges (MIS Billing System Only)

Payments made to MIS for computer hardware and peripherals, or software assigned to organization codes outside of TEF. See also **EL 25**.

RENTAL MAY BE MONTHLY OR LUMP SUM ADVANCE PAYMENTS.

EL 16 MIS Telecommunications — (MIS Billing System Only)

Payments made to MIS from funds outside of TEF to cover costs in support of the WSDOT statewide telecommunication network. See also **EL 26**.

Object Definitions (Continued)

EL 18 MIS Systems Support — (MIS Billing System Only)

Payments made to MIS from funds outside of TEF at a fixed rate to cover MIS professional/technical support and purchased services for existing production systems. See also **EL 28**.

EL 19 MIS Systems Development Charges — (MIS Billing System Only)

Payments made to MIS from funds outside of TEF at a fixed rate to cover MIS professional/technical support and purchased services costs for the development of new systems or redevelopment of existing systems. See also **EL 29**.

EL 20 MIS Information and Planning — (MIS Billing System Only)

Payments made to MIS from funds outside of TEF at a fixed rate to cover the cost of Information Technology staff outside of MIS. See also **EL 30**.

EL 24 MIS Production System Charges — Non-Participating (MIS Billing System Only)

Payments made to MIS for charges associated with the running of a computer system in a production status. Includes data entry, disk storage, job-keys, TSO, and CICS logon sessions. See also **EL 14**.

EL 25 MIS Computer Equipment Charges — Non-Participating (MIS Billing System Only)

Payments made to MIS for computer hardware and peripherals, or software assigned to organization codes outside of TEF. See also **EL15**.

RENTAL MAY BE MONTHLY OR LUMP SUM ADVANCE PAYMENTS.

EL 26 MIS Telecommunications — Non-Participating (MIS Billing System Only)

Payments made to MIS from funds outside of TEF to cover costs in support of the WSDOT statewide telecommunication network. See also **EL 16**.

EL 27 MIS Client Server Charges — Non-Participating (MIS Billing System Only)

Payments made to MIS from funds outside of TEF to cover costs in support of the Client Server Technology.

EL 28 MIS Systems Support — Non-Participating (MIS Billing System Only)

Payments made to MIS from funds outside of TEF at a fixed rate to cover professional/technical support and purchased services for existing production systems. See also **EL 18**.

Object Definitions (Continued)

EL 29 MIS Systems Development Charges - Non Participating - (MIS Billing System Only)

Payments made to MIS from funds outside of TEF at a fixed rate to cover professional/technical support and purchased services costs for the development of new systems or redevelopment of existing systems. See also **EL 19**.

EL 30 MIS Information's and Planning - Non Participating - (MIS Billing System Only)

Payments made to MIS from funds outside of TEF at a fixed rate to cover the cost of Information Technology staff outside of MIS. See also **EL 20**.

EL 40 Reimbursement for IT Costs - On Going Operations

Payments made to subprogram E2 from Subprogram S7 to cover agency information technology costs. **(This object for MIS Accounting use only)**

EL 41 Reimbursement for IT Costs - New Development`

Payments made to subprogram E2 from subprogram S5 to cover agency information technology costs for new development. **(This object for MIS Accounting use only)**

EM 01 Attorney General Services (OSC Accounting Services Only)

Amounts paid to the Attorney General's Legal Services Revolving Fund for the Department of Transportation's legal costs including attorney's work time charges, tort claims, and anti-trust legal costs. **Refer to subprogram U2.**

EM 02 Court Costs

Amounts paid for court costs in conjunction with court awards .

EN 01 Personnel Services (OSC Accounting Services Only)

Amounts paid to Personnel Service Funds for services in connection with the appointment, training, promotion, transfer, layoff, recruitment, retention, classification, compensation, removal, discipline, labor relations, and welfare of classified state employees including Wellness Program.
Reference Subprogram U5.

EN 02 Employee Settlements (OSC Accounting Services Only)

Amounts paid to departmental employees in conjunction with settlement agreements made between an employee and the agency or through court action.

Object Definitions (Continued)

EP 01 Insurance

Amounts paid for liability, property, vehicle, fire, accident, title, and all other forms of insurance.

EP 02 Insurance — (WSF Division Only)

Amounts paid for liability, property, and hull insurance for WSF Vessels.

EP 03 Insurance — Fire and General

Amounts paid for liability, property, vehicle, accident, fire, and other types of insurance covering the Hood Canal Bridge and its use.

EP 04 Insurance — Fire and General — All Other (WSF Division Only)

Amounts paid for liability, property, vehicle, fire, accident, and other forms of insurance covering WSF terminal facilities and their use.

EP 05 Self Insurance (OSC Accounting Services Only)

Amounts paid to Department of General Administration for self liability insurance. Reference Subprogram U6.

EP 07 Insurance & Fees - Real Estate Services

Amounts paid for title insurance, title reports, escrow fees and recording fees when dealing with Real Estate Services payments.

EQ Non Capitalized Assets

The amounts expended for furnishings, equipment, and software with a useful life of greater than one year and not considered a capital asset in accordance with the state's capitalization policy. Excludes minor assets with a useful life of greater than one year such as staplers, waste containers, and tape dispensers.

Do not use balance sheet account coding when charging to EQ objects.

EQ 01 Equipment — Non Inventoried, Non Capitalized

Amounts paid for equipment with a useful life greater than one year, with a unit cost of greater than \$300, but less than \$5,000, and not required by state policy to be inventoried.

Includes telephone and related equipment with a unit cost of greater than \$1,000 but less than \$5,000 (If less than \$1000, reference Object code EA08).

Purchase of equipment items costing less than \$300 are to be coded to EA01.

Excludes Information Technology Hardware(Object code EQ06) or Software (Object code EQ07) and OTEF Fleet and Management System Equipment (Object code EQ04).

Object Definitions (Continued)

EQ 03 Vessel Tools — Non Inventoried (WSF)

Amounts expended for tools used aboard vessels with a useful life greater than one year, with a unit cost of less than \$5,000 and not required by state policy to be inventoried.

EQ 04 Equipment — Inventoried - Non Capitalized

Amounts expended for equipment subject to inventory control by agency policy but not considered as a capital asset, including OTEF equipment with a cumulative cost of less than \$5,000 destined for inclusion in the Fleet and Equipment Management System. This includes small and attractive assets which cost more than \$300, but less than \$5,000. Purchases of items costing less than \$300, are to be coded to EA 01, but are the responsibility of the organization supervisor to maintain security and accountability.

Items in the 10xx major group (firearms, weapons, and accessories) will remain in the system regardless of cost.

Also includes dynafiles, external hard drives and related peripheral equipment, but does not include computer or internal PC hardware, software (Refer to EQ06, EQ07, EQ08 and JC09).

EQ 06 Data Processing Hardware — Non Inventoried - Non Capitalized

Amounts paid to record the purchase of microcomputer hardware with a unit cost /value greater than \$300 but less than \$5,000, (including freight charges) which is not formally inventoried or capitalized. Includes such items as modems, communications boards, internal hard drives and any items which are purchased separately and installed in and become an integral part of the original equipment.

Freight charges are to be included in this object whether included on the invoice or billed separately.

EQ 07 Data Processing Software — Non Inventoried - Non Capitalized

Amounts paid to record the purchase of microcomputer software with a unit cost /value greater than \$300 but less than \$5,000, (including freight charges) which is not formally inventoried or capitalized. Includes the cost of upgrades to a software package even though the cost of the upgrade is less than \$300.

While the Department does not formally inventory these software packages, each organization should maintain a record of those packages purchased identifying the software package (and version) and the microcomputer it was installed in.

EQ 08 Other Data Processing Peripheral Hardware

Amounts paid to purchase printers, plotters, and other computer peripheral equipment with a cost of more than \$300 but less than \$5,000.

Object Definitions (Continued)

ER 01 Commute Incentive Allowance - Permanent Full Time (OSC Accounting Services Only)

Amounts paid to Permanent Full Time employees as an incentive to use alternate forms of commuting to and from work. These include carpooling, walking, or bicycle riding.

ER 02 Commute Incentive Allowance - Permanent Part Time (OSC Accounting Services Only)

Amounts paid to Permanent Part Time employees as an incentive to use alternate forms of commuting to and from work. These include carpooling, walking, or bicycle riding.

ER 03 Commute Incentive Allowance - Temporary Full Time (OSC Accounting Services Only)

Amounts paid to Temporary Full Time employees as an incentive to use alternate forms of commuting to and from work. These include carpooling, walking, or bicycle riding.

ER 04 Commute Incentive Allowance - Temporary Part Time & Intermittent (OSC Accounting Services Only)

Amounts paid to Temporary Part Time and Intermittent employees as an incentive to use alternate forms of commuting to and from work. These include carpooling, walking, or bicycle riding.

ER 06 Other Services

The amounts paid for services not otherwise specifically mentioned and not included under Personal Services (Object "CA").

This will include material associated with the particular service.

Includes calligraphy, court reporters, lay witnesses, diving services, outside printing, photographic and copying services, notary public seals, pest control services, locksmiths, signs and framing services, equipment moving services. Also includes quasi and non governmental organizations consultant or assistance agreements.

ER 07 Janitorial and Cleaning Services

The amounts paid for janitorial services and the cleaning of portable toilets, rug shampooing, waxing and stripping floors, washing windows.

ER 08 Commute Incentive Allowance - Seasonal (OSC Accounting Services Only)

Amounts paid to Seasonal employees as an incentive to use alternate forms of commuting to and from work. These include carpooling, walking, or bicycle riding.

Object Definitions (Continued)

ER 09 Library Services

All payments to the Washington State Library for services rendered in connection with the Department's Library. Also includes services rendered by other libraries.

ER 10 Administrative Services Rendered by MVF to TEF

This account is used by TEF when reimbursing the MVF for administrative services rendered by their personnel.

ER 11 Laundry Rental Services

All payments for laundry, dry cleaning, towel service, protective clothing, uniforms, and mats.

ER 12 Freight Services

The amounts paid for freight services when no purchased material or direct purchases are involved. Excludes transportation for disposal of hazardous waste (Reference Object code EC08).

ER 13 Services Rendered by TEF to MVF

This account is used by MVF when reimbursing TEF for sundry services billings.

ER 14 Services Rendered by General Administration (Office of State Procurement)

This account is used when reimbursing GA for administrative services rendered by their personnel.

ER 15 Services Rendered by Other State Agencies

Amounts paid for services rendered by Other State Agencies such as Labor and Industries fees for approval of "Statements of Intent to Pay Prevailing Wages and the certification of Affidavits of Wages Paid, fines and penalties, etc. Also includes amounts paid to State Universities (WSU, U of W — TRAC) for research agreements, etc.

ER 16 Services Rendered by Other Governments

Amounts paid to other government agencies for such services as maps, building permits, court filing fees, and serving of court documents (e.g. sheriff departments). Also includes amounts paid to Federal Government consultant, metropolitan, and regional organizations.

Object Definitions (Continued)

ER 17 Collection Agency Fees

Amounts deducted as fees, from revenue collected on delinquent accounts receivable turned over to collection agencies.

ER 18 Private Testing Services

The amounts paid for testing services provided by a private organization (not the WSDOT's Mats Lab). Includes such items as nuclear badge testing, nuclear gauges lead testing, water testing, aerial man lift testing, etc.

ER 22 Armored Car Service

Amounts paid for cash pickup at terminals, etc.

ER 23 Temporary Services

To record expenses associated with the assistance of personnel providing temporary services.

ER 24 Physical Exams

To record expenses associated with physical exams.

ER 25 Department Sponsored Conference Costs

Amounts paid for department sponsored conferences to include meeting facilities, equipment rental, supplies, light refreshments, and meals when included in the registration fee.

Note: Use a Cx object (or ER 06) when paying for the conference speaker/facilitator.

ER 26 Drug Testing

Amounts paid for the cost of random drug screen collection and drug testing in compliance with Federal and Coast Guard laws.

ER 27 Information Technology Support Services

Amounts paid for contracted purchased services acquired under RCW 43.105.041, the authority of the Department of Information Services, contracted through Management Information Services.

Object Definitions (Continued)

ER 28 Communications - Data Lines

Amounts paid for data communication services acquired under RCW 43.105.041, the authority of the Department of Information Services. This may include installation fees, monthly circuit costs and trouble shooting costs.

ER 30 Commute Trip Reduction

To record expenses associated with the Commute Trip Reduction Incentive Programs and Awards.

ES 01 Fuel - Aviation

Payments for the purchase of aviation fuel or aviation grade fuel

ES 04 Outside Repairs to OTEF Equipment/WSF Vessels

Payments to vendors for repairs and service to OTEF rental equipment, vehicles and WSF vessels.

For OTEF equipment this includes payments for repairs and services such as outfitting equipment, installing mobile radio systems, body work, painting, etc., and must be recorded as a direct expense to the equipment.

Payment may consist of labor and material furnished in the performance of such services and repairs.

ES 07 Aircraft Maintenance

The amounts paid for inspections, materials, equipment rental, and other costs associated with the maintenance and repair of state owned or leased aircraft.

ES 08 Propane and Other Gasses, and Tank Rental

Amounts paid for the purchase of propane, oxygen, helium, or welding gasses, or for the tank rental for the gasses.

ES 21 Towing

Amounts paid for towing of disabled vehicles or tug assistance services.

ES 23 Crew Meals (WSF Division Only)

Amounts paid to cover employer's share of on-board meals of WSF vessel crews.

ES 24 Outside Repairs — Dry-dock (WSF Division Only)

Amounts paid for dry-dock repairs of WSF vessels.

Object Definitions (Continued)

ES 25 Inspection Fees (WSF Division Only)

Amounts paid for Coast Guard inspection/certification and inspection of life rafts.

ES 66 Compressed Natural Gas

Amounts paid for purchase of compressed natural gas.

ES 67 Motor Fuel — Gasoline

Amounts paid for gasoline.

ES 68 Motor Fuel — Diesel

Amounts paid for diesel fuel.

ES 69 Petroleum Based Products

Amounts paid for motor oil, lubricating oils, gear oils, hydraulic fluids, brake fluids, washer fluids, breakfree etc.

ES 71 TEF Rental Equipment & WSF Parts and Supplies

Amounts paid for parts and supplies for motor vehicle (service and special) equipment.

ES 72 Batteries (WSF Only)

Amounts paid for replacement of batteries issued from inventory.

ES 73 Turbochargers (WSF Only)

Amounts paid for replacement of turbochargers issued from inventory.

ET 01 Audit Services (OSC Accounting Services Only)

Amounts paid to the State Auditor for auditing services.
Refer to subprogram U3.

EV 01 Administrative Hearings Services

Amounts paid to the Office of Administrative Hearing Services for hearing services.

Object Definitions (Continued)

**EW 01 Archives and Record Management Services
(OSC Accounting Services Only)**

Amounts paid to the Secretary of State for archiving, storage, and records management services. Reference Subprogram U1.

**EX 01 OMWBE
(OSC Accounting Services Only)**

Amounts paid to the Office of Minority and Women's Business Enterprises for services. Reference Subprogram U8.

EZ 02 Advertising

Amounts paid for advertising such as calls for bids, personnel recruiting notices and legal notices.

EZ 03 Assessments

Amounts paid for diking, drainage, irrigation, fire, or Local Improvement District (LID) assessments or any other assessments of a similar nature including property taxes.

EZ 04 Storm Water Assessments

Amounts paid for storm water assessments for approved storm water plans.

EZ 08 Promotion of WSF (WSF Division Only)

Amounts paid for the promotion of the WSF Division.

EZ 70 Maintenance and Care Payments (WSF Division Only)

Amounts paid on salary and medical payments for WSF vessel employees covered under the Jones Act, in lieu of payments from Labor and Industries.

EZ 80 Court Awards

Amounts paid for Court Awards other than Tort Claims.

EZ 81 Loss and Damage to Vehicles (WSF Division Only)

Amounts paid to settle WSF claims covering vehicle damage.

EZ 82 Damage to Property

Amounts paid to settle claims covering property damage other than vehicles. Includes amounts paid as negotiated settlements on property.

Object Definitions (Continued)

EZ 83 Loss of Cash Due to Theft

Amounts paid to replenish petty cash funds or change funds for loss caused by theft or embezzlement.

EZ 84 Injury to Persons (WSF Division Only)

Amounts paid to settle claims covering injuries to persons.

EZ 85 Deductible Payment on Injury to Persons (WSF Division Only)

Deductible amounts paid for personal injury claims which exceed the insurance deductible level.

EZ 86 Bank Fees

Amount paid for all banking transactions. Also includes escrow fees.

EZ 88 Transfer Costs of Damage Repair from State to Local

This account is used to transfer expenditures in Kx work orders from a State appropriation when expenditures have been incurred prior to the responsible party being identified. Only expenditures incurred in the current biennium can be transferred.

EZ 95 Local Adjustments (OSC Project Support Services Section Use Only)

Adjustments to Local projects as a result of final billings, prior period expenditure adjustments, etc.

EZ 96 FHWA Adjustments (OSC Project Support Services Section Use Only)

Adjustments to Federal projects as a result of audits, ineligibility notifications, final vouchers, etc. (See also NZ96 for Highways and Local Programs.)

EZ 97 Manufactured Signs

This account is used for signs manufactured in the Regional Maintenance Shop.

end

Object Definitions (Continued)

Gx Travel

Includes contractual services in connection with carrying persons from place to place, and the furnishing of accommodations incidental to actual travel, such as railroad, airplane, bus and taxi fare, lodging and meals; also per diem allowance; mileage allowance for use of privately owned vehicles, ferry fares, tolls and other expenses necessitated by travel such as baggage transfer, garage rent, and other storage fees.

Other expenses necessitated by travel, such as postage, telephone, and telegraph when included in travel expense vouchers would be charged here.

State Pool car rental is also included under this classification.

Includes all other items of travel .

Note: All expenditures reported to these objects must be in accordance with Directive ID 13-50 (except GNxx).

GA	—	In-State Subsistence and Lodging
GB	—	n-State Air Transportation
GC	—	Private Automobile Mileage
GD	—	Other Travel Expenses
GF	—	Out-of-State Subsistence and Lodging
GG	—	Out-of-State Air Transportation
GN	—	Motor Pool Services

GA 01 In-State Subsistence and Lodging

All payments for subsistence and lodging of employees incurred while traveling on official business of the State.

GA 02 In State Subsistence - Taxable (Effective January 1, 2000)

All payments to employees for subsistence incurred while traveling on official business of the State.

GA 15 In-State Subsistence and Lodging — Non-Employees

All payments for subsistence and lodging incurred while traveling on official business for the Department of Transportation for individuals who serve on boards, commissions, councils, committees and task forces or volunteers who are authorized to receive travel reimbursements.

Object Definitions (Continued)

GA 99 Travel Advances (In-State and Out-of-State)

All payments made to employees for travel advances. See the Travel Directive (ID 13-50) for clearing of this account.

GB 01 In-State Air Transportation

All payments for air transportation of employees incurred for travel within the State while traveling on official business of the state.

GB15 In-State Air Transportation —Non-Employees

All payments for air transportation within the state incurred while traveling on official business for the Department of Transportation for individuals who serve on boards, commissions, councils, committees and task forces or volunteers who are authorized to receive travel reimbursements.

GC 01 Private Automobile Mileage

All payments to employees for the use of their privately owned automobile while traveling on official business of the state.

GC 15 Private Automobile Mileage —Non-Employees

All payments for private automobile mileage incurred while traveling on official business for the Department of Transportation for individuals who serve on boards, commissions, councils, committees and task forces or volunteers who are authorized to receive travel reimbursements.

GD 01 Other Travel Expenses

All other costs incurred while traveling on official business of the state.

Includes prospective employee interview expenses; rail, bus, ferry or taxi fares, tolls, parking fees, telephone calls, and payments to car rental agencies.

GD 02 Other Travel Expenses — Employee Relocation Expenses

All payments for relocation of an employee. Non-participating.

GD 03 Meals with Meetings/ “Official Meeting” Meals

Meals reimbursed for official business regardless of travel status.

Object Definitions (Continued)

GD 15 Other Travel Expenses — Non-Employees

All payments for other costs incurred while traveling on official business for the Department of Transportation for individuals who serve on boards, commissions, councils, committees and task forces or volunteers who are authorized to receive travel reimbursements.

GF 01 Out-of-State Subsistence and Lodging

All payments for subsistence and lodging of employees incurred while traveling outside the state on official business.

GF 02 Out of State Subsistence - Taxable (Effective January 1, 2000)

All payments to employees for subsistence incurred while traveling outside the state on official business.

GF 15 Out-of-State Subsistence and Lodging — Non-Employees

All payments for subsistence and lodging of employees incurred while traveling outside the state on official business for the Department of Transportation for individuals who serve on boards, commissions, councils, committees and task forces or volunteers who are authorized to receive travel reimbursements.

GG 01 Out-of-State Air Transportation

All payments for air transportation of employees incurred while traveling outside the state on official business.

GG15 Out-of-State Air Transportation — Non-Employees

All payments for air transportation outside the state incurred while traveling on official business for the Department of Transportation for individuals who serve on boards, commissions, councils, committees and task forces or volunteers who are authorized to receive travel reimbursements.

GN 01 Motor Pool Services — Department of General Administration

The amounts paid to the Department of General Administration, Office of Transportation for cost associated with a trip or permanently assigned vehicle used on official state business.

Object Definitions (Continued)

GN 02 OTEF Personnel Carrying Equipment Rental

System generated from the monthly equipment journal voucher. See also GN 12 All amounts paid to Operations Transportation Equipment Fund (OTEF) for the use of equipment) in class 01(all) and classes 05-02, 05-10 and 05-11. This equipment is primarily intended for carrying personnel and is rented to the user based on assigned hours.

GN 12 OTEF Personnel Carrying Equipment Rental— Non-Participating

System generated from the monthly equipment journal voucher. See also GN 02 All amounts paid to Operations Transportation Equipment Fund (OTEF) for the use of equiuiipment in class 01(all) and classes 05-02, 05-10 and 05-11. This equipment is primarily intended for carrying personnel and is rented to the user based on assigned hours.

end

Object Definitions (Continued)

Jx Capital Outlays

For Proprietary funds: Capitalized Purchases Requires Balance Sheet Account (or Roll up to) 2410 (non capitalized purchases do not).

Balance sheet sub accounts for Fund 410:

Rental Equipment = E220 Minor Cap = E230 Netman = E240

Balance sheet sub accounts for Fund 519:

Minor Cap = G215

Amounts expended for the acquisition of, or addition to, fixed assets intended to benefit future periods. Also includes fixed assets acquired through capital leases. Amounts may be paid from operating or capital funds for equipment replacements and additions.

Freight charges are to be included in these object codes whether they were included on the invoice or billed separately.

Includes all apparatus, tools, machinery, vehicles, instruments, furniture, and other articles which have a calculable period of service.

Note: In budgeted proprietary funds the use of Jx object codes also requires a corresponding entry to the General Ledger account "6525 - Expense Adjustments/Eliminations". In the governmental funds an entry will be done quarterly/annually in the General Fixed Assets Account Group (Fund 997).

JC	—	Furnishings, Equipment, and Software
JE	—	Land
JF	—	Buildings
JG	—	Highway Construction
JH	—	Improvements Other than Buildings
JJ	—	Grounds Development
JK	—	Architectural and Engineering Services
JM	—	Works of Art and Historical Landmarks
JN	—	Relocation Costs
JZ	—	Other Capital Outlays

Object Definitions (Continued)

JC Capitalized Assets

The amounts expended for furnishings, equipment, and software with a useful life of greater than one year and considered a capital asset in accordance with the state's capitalization policy

If coding to Fund 410 (OTEF/MIS) use Balance Sheet Account E230 (Minor Cap) or E220 (TEF Class 77 shop equipment). If coding to Fund 519 (WSF) use Balance Sheet Account G215 (Minor Cap). For all other funds no Balance Sheet Account is used.

JC 01 Equipment

Amounts expended for equipment considered a capital asset in accordance with state policy, with a unit cost of \$5,000 or greater and not covered under the other more specific JC objects.

Includes office furniture and equipment, telephones and related equipment, household equipment and furnishings, machinery, implements, major tools, data processing equipment not purchased by MIS, scientific instruments and apparatus, and other special equipment which can be used over and over again without material change in, or an appreciable impairment of their physical condition.

Excludes equipment purchased with Federal funds over \$5,000. Refer to JC 06.

JC 03 Information Technology Equipment

Amounts paid to record the purchase of information technology equipment, which is considered a capital asset (when payment is made directly to the supplying vendor), including microcomputer equipment, with a combined package value greater than \$5,000.

If coding to Fund 410 (MIS) use Balance Sheet Account E240 (Netman) or 2410 (suspense account). Other funds will not use a balance sheet account and should only use this object for purchases of equipment that will be donated to MIS.

JC 04 Leased-Purchased Equipment

Amounts expended for leased/purchased equipment considered a capital asset in accordance with state policy.

No Balance Sheet Account is used.

Previously recorded as an LP work order and agreement. This account to be offset with a liability account of 5172 and/or 5272.

JC 05 Vessel Tools (WSF Division Only)

Amounts expended for tools used aboard vessels and are considered a capital asset in accordance with state policy. Code to Fund 519 (WSF) Balance Sheet Account G215 (Minor Cap)

This code is used to record items with a unit cost of \$5,000 or greater.

JC 06 Equipment — Federal

Amounts expended for equipment with a unit cost of \$5,000 or greater, purchased on an approved Federal participation plan and subject to the provisions of OMB Circular A-102.

JC 09 Data processing Software - Capitalized

Amounts paid to record the purchase of software with a cost of \$5, 000 or greater.

Object Definitions (Continued)

JE Land

Amounts expended for acquiring land. Includes the cost of acquiring, clearing, and grading. Also the costs for razing buildings or other improvements acquired with the land which are not intended for permanent use at the time of acquisition.

JE 70 Land Costs — Negotiated Settlements OMWBE exempt.

Amounts paid for the cost of land and land rights, improvements, trees, crops, water systems, etc.

Settlements for damages are not capitalized and should be charged to EZ 82.

Escrow fees will be charged to EZ 86 and title insurance will be charged to EP 07.

JE 71 Acquisition - Purchase of Surplus Property (Report by Parcel Number) *Federal Non Participating.*

All non labor costs of acquiring land which is beyond the limits of the operating Right of Way.

JE 73 Land Costs — Court Awards OMWBE exempt.

Amounts paid to the county clerk and county treasurer as the result of court awards. Includes land and land rights, improvements and taxes paid on behalf of owner.

Interest will be charged to PB 01 and court costs will be charged to EM 02.

JE 74 Owner's Evaluation Expense OMWBE exempt.

Amounts paid to owners to defray costs of evaluating an offer, and condemnees' attorney and witness fees.

Cost not eligible for federal participation.

JE 75 Owner's Expenses on Transfer of Real Property to the State OMWBE exempt.

Amounts paid for reasonable and necessary expenses which may include cost of recording fees, transfer taxes, penalty payments for pre-payment of mortgage, pro-rata portion of real property taxes allocable to a period subsequent to acquisition, and other similar expenses.

Object Definitions (Continued)

JF 01 Buildings

The acquisition cost of already constructed buildings including broker and appraisal fees, legal expense, and repairs to put buildings in required condition for intended use.

Includes the amounts expended for fixed equipment and furnishings of a building when initially acquired and the cost of base contracts for construction, addition, alterations, and modernization of buildings.

Also includes the cost of all change orders or contract extensions negotiated for the construction of the building, and the amounts expended for fixed equipment and furnishings of a building when initially constructed.

JG Highway Construction

Amounts expended for the construction, improvement or addition to a highway, a highway building, or other highway related plant structure.

JG 01 Highway Construction

Amounts paid to prime contractors for the actual construction, improvement or addition to a highway or highway structure, which more than restores it to its former good condition.

All costs will be recorded annually by OSC accounting as Balance Sheet Account 2510.

JG 03 Other Highway Construction

Amounts paid to utilities, railroad companies, and other state and local agencies for work performed in connection with the actual construction, improvement or addition to a highway or highway structure.

This would include utility relocations.

JG 06 Liquidated Damages

Credit received for damages assessed to the contractor by reason of the contractor's failure to complete the work on time.

JH 01 Improvements Other Than Buildings

Amounts paid for the construction, addition, and alterations to improvements other than buildings and highways, such as tunnel and utility systems, water and sewer systems, street light and signs, braces and retaining walls, parking facilities, ferry and toll bridge construction, shoreline protection projects, etc.

Object Definitions (Continued)

JJ 01 Grounds Development

Landscaping and other grounds development unrelated to a building, highway, or other facility for general aesthetic, weed control or other purposes.

JK 01 Architectural and Engineering Services

Amounts paid to architectural or engineering firms or individuals relating to the development and/or construction of capital projects (Capital Programs I, P, D, etc.).

Includes purchase contracts for drilling services, leak testing, geotechnical agreements.

JM 01 Works of Art and Historical Landmarks

Amounts expended for the acquisition and maintenance of permanent works of art and historical landmarks.

JN Relocation Costs

Amounts expended for moving costs associated with the relocation of individuals or items associated with capital projects.

JN 70 Moving Households — Schedule Payment and Dislocation Allowance

Amounts paid to residential occupants displaced by a project based on the number of rooms and whether the dwelling is furnished or unfurnished.

Payment includes dislocation allowance.

JN 71 Moving Households — Actual Expenses

Amounts paid to or on behalf of a residential occupant displaced by a project.

Payment includes all eligible costs associated with the displacees move.

JN 72 Moving Business/Farms/Nonprofit Organizations — In Lieu Payment

Amounts paid to businesses, farms, or nonprofit organizations in lieu of all other actual moving expenses.

JN 73 Moving Business/Farms/Nonprofit Organizations — Actual Costs

Amounts paid to or on behalf of Business/Farms/or Nonprofit Organizations for all eligible moving costs, excluding a payment in lieu of actual moving expenses.

Object Definitions (Continued)

JN 74 Re-establishment — Nonresidential Moves

Amounts paid to or on behalf of a farm, nonprofit or small business displacee for eligible expenses actually incurred in reestablishing the displaced activity at a replacement site.

JN 75 Replacement Housing — 180-day owner

Amounts paid to or on behalf of residential owner-occupants, displaced by a project, (who have been in occupancy of the acquired dwelling for at least 180 days prior to initiation of negotiations) for a purchase or rent supplement payment.

Payment includes reimbursement for loan fees and incidental purchase expenses.

JN 76 Increased Interest Payment

Amounts paid to compensate residential owner-occupant for increased interest costs associated with financing the purchase of a replacement dwelling.

JN 77 Rental Assistance — Tenants and Certain Other Displacees

Amounts paid to 90-day tenants and owner occupants (who have been in occupancy between 90 and 180 days prior to the initiation of negotiation) for rental supplement.

JN 78 Down Payment Assistance — Tenants and Certain Other Displacees

Amounts paid to 90-day tenant and owner occupants (who have been in occupancy between 90 and 180 days prior to initiation of negotiations) for a down payment allowance.

JN 79 Last Resort Housing — Owner

Amount paid under category of Last Resort Housing to or on behalf of a residential owner-occupant displacee.

JN 80 Last Resort Housing — Tenant

Amount paid under category of Last Resort Housing to or on behalf of a residential tenant — occupant displacee.

JZ 72 Profit or Loss on Sale of Excess Property and Improvements (OSC Use Only)

Amount of profit or loss from sale of excess real property and improvements.

end

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Object Definitions (Continued)

Nx Grants and Loans

Represents amounts expended for grants, subsidies, and loans to individuals, organizations, state agencies and political subdivisions. Does not normally include payments made to state employees.

NR — Loan Disbursements

NZ — Other Grants, Benefits, and Client Services

NR 01 State Infrastructure Bank Loans

Loans to fund transportation infrastructure projects in local agencies, to be repaid with interest to the state infrastructure bank.

NR 51 Rail Assistance Loans

Loans to enable direct local acquisition improvement, or operation of abandoned rail lines, to be repaid. Entries to this object require related entries to Loans Receivable and Reserve for Loans. Contact the Accounting Services Office, Analysis & Reporting Section for special handling.

NZ 01 Railroad Improvement Grants

Grants and subsidy payments to locals to provide financial assistance for railroad improvements.

NZ 02 FHWA Grants to Cities and Counties

Payments of the Federal share of FHWA funded programs to cities and counties for work performed by them.

NZ 03 Grants of Federal PL Funds to Metropolitan Planning Organizations

Amounts paid to Metropolitan Planning Organizations (MPO) for urban planning activities eligible for reimbursement from allocated funds.

NZ 04 Technical Studies Grants

Grants to local and Regional organizations, local governments, transit operators, and Indian tribes for transit studies under FTA Section 8, 18 or 26 (2).

NZ 05 Grants to Regional Planning Organization

Grants for Regional planning activities funded by the Motor Vehicle Fund.

Object Definitions (Continued)

NZ 06 Grants for HCT Planning (Fund 161 ONLY)

Grants for high capacity transportation planning authorities. Funded by the High Capacity Transportation Account.

NZ 07 Capital Grants to Private Nonprofit Corporations

Payments to private nonprofit corporations for purchasing capital equipment to provide transportation for the elderly and the disabled.

This includes the purchase price of the vehicle and the associated cost for fitting the vehicle for use.

Also includes vehicle modifications, radios and base stations, lifts and wheelchair restraints, and ancillary equipment such as shelters.

NZ 08 Rural Public Transportation Grants

Grants to local governments and transportation authorities to purchase capital equipment and to meet operating expenses in connection with providing public transportation in rural areas.

NZ 09 Grants to Cities and Counties — Oil Rebate

Grants to cities and counties participating in the Oil Rebate Program.

NZ 12 Airport Aid Grants (Aviation)

Grants to cities and counties participating in the Aviation Program.

NZ 13 Grants to Others

Miscellaneous grant payments not otherwise covered by other “N” objects.

NZ 15 Employee Incentive and Suggestion Award Program

The amounts paid to the Department of Personnel for deposit in the personnel service fund to be used exclusively for the funding of the operations of the productivity board.

This amount is ten (10) percent of the savings to the Department generated by the employees incentive pay program and employee suggestion program in accordance with RCW 41.60.

Object Definitions (Continued)

NZ 16 Employee Incentive Payment

The amounts awarded to employees of an eligible unit by the incentive board for successful implementation of a plan to reduce costs or increase productivity in accordance with RCW 41.60.110 and 120.

NZ 17 Employee Suggestion - Payment/Award

The amounts awarded to an employee for suggestion - payment/award which generate net savings to the state in accordance with RCW 41.60.020.

NZ 18 Employee Recognition Award - Cash Payments

All amounts expended in cash or cash equivalents (ie gift certificates) to an employee as part of a recognition award for either Outstanding Achievements, Safety Performance or Service to the department.

Note: The remainder of the costs for the function, hall rental, coffee and/or light refreshments etc. will be charged to EG 18 (per OFM).

NZ 81 Ferry Subsidies

Subsidy payments to counties for maintenance and operating deficits to county owned ferries.

NZ 96 FHWA Adjustments (OSC Support Services use only)

Adjustments to federal projects as a result of audits, ineligibility notifications, final vouchers, etc.. See also Object Code EZ96 for other programs.

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Object Definitions (Continued)

Px Debt Service

The amount expended for the payment of principal and interest on the various forms of indebtedness incurred by the State of Washington.

PA	—	Principal
PB	—	Interest
PC	—	Other Debt Services
PD	—	Principal - OST Lease/Purchase Agreements
PE	—	Interest - OST Lease/Purchase Agreements

PA 01 Principal, Current Payable

This object is used for the current fiscal year principal amount paid on leases and real property loans. In a proprietary fund, use Balance Sheet Account 5172 (or a roll-up account). In a governmental fund, an additional entry needs to be made in account group 999 to reduce the liability.

PB 01 Interest

The amounts expended for interest payments on the various forms of indebtedness, including bonds, loans and contracted debt payments. Also includes interest assessed by the courts.

PC 01 Other Debt Services

The amounts expended for other related charges on the various forms of indebtedness.

Also includes payment for expenses/fees incurred in the sale of bonds. Finance charges, late payment penalties and/or related interest paid to WSDOT vendors are to be coded to this object code. These must be charged to an administrative program (such as M1, D1, S1, etc.) work order.

PD 01 Principal — OST Lease/Purchase Agreements

This object is used for the current fiscal year principal amount paid on lease/purchase agreements with the Office of State Treasurer. In a proprietary fund, use Balance Sheet Account 5173 (or a roll-up account). In a governmental fund, an additional entry is needed in Fund 999.

PE 01 Interest — OST Lease/Purchase Agreements

The amounts expended for the payment of interest on lease/purchase agreements with the Office of the State Treasurer.

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Object Definitions (Continued)

Sx Interagency Reimbursement

Payments received by WSDOT from other agencies for services or materials furnished, to be recorded as a decrease of expenditures rather than as an increase of revenue. This will allow the tracking of reimbursements as well as provide sufficient detail for input to the Comprehensive Annual Financial Report produced by AFRS. Whenever possible, these sub objects should not be used by internal service funds. Internal service funds should record reimbursements as revenue.

SA	—	Salaries and Wages
SB	—	Employee Benefits
SC	—	Personal Service Contracts
SE	—	Goods and Services
SG	—	Travel
SJ	—	Capital Outlays
SN	—	Grants, Benefits, and Client Services
SP	—	Debt Service

SA 01 Interagency — Salaries and Wages

Interagency reimbursement for salaries and wages.

SB 01 Interagency — Employee Benefits

Interagency reimbursement for employee benefits.

SC 01 Interagency — Personal Service

Interagency reimbursement for personal service.

SE 01 Interagency — Goods and Services

Interagency reimbursement for goods and services and noncapitalized equipment.

SG 01 Interagency — Travel

Interagency reimbursement for travel.

Object Definitions (Continued)

SJ 01 Interagency — Capitalized Outlays

Interagency reimbursement for Capital Outlays. (Does not include reimbursement of noncapitalized equipment which is classified under object SE 01.)

SN 01 Interagency — Grants and Subsidies

Interagency reimbursement for grants and subsidies.

SP 01 Interagency — Debt Service

Interagency reimbursement for debt service.

end

Object Definitions (Continued)

Tx Intra-Agency Reimbursements

The reallocation of budgeted expenditures within an agency by transfers between programs and/or capital projects.

This code is not to be used for payment of services or recovery of expenditures from a non budgeted proprietary fund.

The total for this object at the agency level is to equal zero.

TA	—	Salaries and Wages
TB	—	Employee Benefits
TC	—	Personal Service Contracts
TE	—	Goods and Services
TG	—	Travel
TJ	—	Capital Outlays
TZ	—	Unidentified

TA Salaries and Wages

Reallocation of budgeted expenditures within an agency for salaries and wages

TA 08 Transfer of Work Time Charges to Fund 406

This account used to transfer expenditures to appropriations in Fund 406 — Salary Increase Revolving Fund (OSC Accounting Services).

TA 09 Work Time Charges — Previous Biennium

This account to be used for previous biennium corrections of work time charges to projects. (Do not use hours.)

TA 10 Work Time Charges Overtime — Debit

This account to be used for charges at the weighted rate for overtime, compensation time, and callback worked. (Hours must be included.)

TA 11 Work Time Charges Regular/Shift — Debit

This account to be used for charges at the weighted rate for regular and shift time worked. (Hours must be included.)

TA 12 Work Time Charges — Credit (OSC Use Only)

This account to be used for credit entry to payroll suspense. Do not use hours for credit entry.

Object Definitions (Continued)

TA 13 Transfer of Benefits to Fund 427

This account to be used to transfer expenditures to appropriations in Fund 427 — Retirement Contribution Revolving Fund (OSC Accounting Services).

TA 14 Short Crew — WSF Division only

TA 15 Penalty Time — WSF Division only

TA 16 Travel Time — WSF Division only

TA 50 Intra-Agency Reimbursement — Salaries and Wages

Reimbursement by one fund to another for labor charges for the Training of Disabled Employees Program.

Can also be used to reimburse between program/appropriation within fund. This should not be used between agencies.

TA 60 Intra-Agency Reimbursement — Salaries and Wages — Overtime

Reimbursement by one fund to another for labor charges.

Can also be used to reimburse between program/appropriation within fund. This should not be used between agencies.

TA 61 Intra-Agency Reimbursement — Salaries and Wages — Regular

Reimbursement by one fund to another for labor charges for the work/study program.

Can also be used to reimburse between program/appropriation within fund. This should not be used between agencies.

TA 62 Intra-Agency Reimbursement — Salaries and Wages — Special

Reimbursement by one fund to another for labor for the Administrative Intern Program and the Governor's Executive Fellowship Program.

Can also be used to reimburse between program/appropriation within fund. This should not be used between agencies.

Object Definitions (Continued)

TB Employee Benefits

Reallocation of budgeted expenditures within an agency for employee benefits.

TB 50 Intra-agency Reimbursement — Benefits

Reimbursement by one fund to another for benefits for the Training of Disabled Employees Program.

Can also be used to reimburse between program/appropriation within fund. This should not be used between agencies.

TB 61 Intra-agency Reimbursement — Benefits

Reimbursement by one fund to another for benefits for the work/study program.

Can also be used to reimburse between program/appropriation within fund. This should not be used between agencies.

TB 62 Intra-agency Reimbursement — Benefits — Special

Reimbursement by one fund to another for benefits for the Administrative Intern Program and the Governor's Executive Fellowship Program.

Can also be used to reimburse between program/appropriation within fund. This should not be used between agencies.

TC 60 Intra-Agency Reimbursement — Personal Service

Reimbursement by one fund to another for personal services.

Can also be used to reimburse between program/appropriation within fund. This should not be used between agencies.

TE Goods and Services

Reallocation of budgeted expenditures within an agency for goods and services and noncapitalized equipment.

TE 60 Intra-Agency Reimbursement — Goods and Services

Reimbursement by one fund to another for goods and services and noncapitalized equipment.

Can also be used to reimburse between program/appropriation within fund. This should not be used between agencies.

Object Definitions (Continued)

TE 73 OSC Printing Services

This account is used to redistribute Printing Services Branch charges on a unit price basis. Non-participating object is TE 83.
Offsetting credit is TE 95.

TE 74 Text Processing

This account is used to redistribute charges from OSC Text Processing Suspense.
Offsetting credit is TE 92.

TE 75 Geographic Services

This account is used to redistribute Geographic Services charges on a unit price basis.
Non-participating object is TE 85. Offsetting credit is TE 91.

TE 76 OSC Materials Laboratory

This account is used to redistribute Materials Laboratory charges on a unit price basis.
Non-participating object is TE 86. Offsetting credit is TE 90.

TE 77 Bridge Inspection

The account used to redistribute bridge inspection charges on a unit price basis. Non-participating object is TE 87. Offsetting credit is TE 94.

TE 78 Graphic Services

This account is used to redistribute graphic service charges on a task basis. Offsetting credit is TE 93.

TE 83 OSC Printing Services — Non-Participating

This account is used to redistribute Printing Services Branch charges on a unit price basis. Participating object is TE 73. Offsetting credit is TE 95.

TE 85 Geographic Services — Non-Participating

This account is used to redistribute Geographic Services charges on a unit price basis.
Participating object is TE 75. Offsetting credit is TE 91.

TE 86 OSC Materials Laboratory — Non-Participating

This account is used to redistribute Materials Laboratory charges on a unit price basis.
Participating object is TE 76. Offsetting credit is TE 90.

Object Definitions (Continued)

TE 87 Bridge Inspection — Non-Participating

The account used to redistribute bridge inspection charges on a unit price basis. Participating object is TE 77. Offsetting credit is TE 94.

TE 90 OSC Materials Laboratory — Credit

Offsetting credit entry for Materials Laboratory charges redistributed as object account code TE 76 & TE 86 in the BATS system.

TE 91 Geographic Services — Credit

Offsetting credit entry for Geographic Services charges redistributed as object account code TE 75 & TE 85 in the BATS system.

TE 92 Text Processing — Credit

Offsetting credit entry for OSC Text Processing charges redistributed as object account code TE 74.

TE 93 Graphic Services — Credit

Offsetting credit entry for OSC Graphic Service charges redistributed as object TE 78.

TE 94 Bridge Inspection — Credit

Offsetting credit entry for Bridge Inspection charges redistributed as TE 77 & TE 87.

TE 95 OSC Printing Services — Credit

Offsetting credit entry for Printing Services Branch charges redistributed as object account code TE 73 & TE 83 in the BATS system.

TG 60 Intra-Agency Reimbursement — Travel

Reimbursement by one fund to another for travel.

Can also be used to reimburse between program/appropriation within fund. This should not be used between agencies.

Object Definitions (Continued)

TJ 60 Intra-Agency Reimbursement — Capital Outlays

Reimbursement by one fund to another for capital outlays.

(Does not include reimbursement for noncapitalized equipment which is classified under object TE 60)

Can also be used to reimburse between program/appropriation within fund. This should **not** be used between agencies.

TZ Miscellaneous Intra Agency Reimbursements

Reallocation of miscellaneous budgeted expenditures (not identified above) within an agency.

TZ 02 TEF Information and Planning

This object is used in the MIS DP Billing to set up the Accounts Receivable or charge intrafund usage when distributing costs in support of the Information Center, Data Administration, Area Representatives, or other special projects. Flat rate per hour includes labor and machine costs.

Offsetting credit is TZ 16.

TZ 13 OTEF Intra Fund Rental Charges — Credit

This object is used in the “E” journal for accrued income equipment rentals to MVF , or intrafund usage. It is also the credit for sundry sales.

This object used ot offset debit entries to object code TZ23.

TZ 14 TEF Production System Charges (MIS)

This object is used in the MIS DP Billing to set up the Accounts Receivable or charge intrafund usage when distributing costs associated with the running of a computer system in production status.

Offsetting credit is TZ 16.

Includes CICS and TSO sessions, batch processing, storage, plotting, forms, fiche, and data entry.

Object Definitions (Continued)

TZ 15 TEF Computer Equipment

This object is used in the MIS DP Billing to set up the Accounts Receivable or charge intrafund usage when distributing costs for equipment rental such as on terminals or PCs.

Offsetting credit is TZ 16.

TZ 16 TEF — Management Information Systems — Credit

This object is the offsetting credit for distribution of TEF MIS DP Billings. Accounts Receivable is offset by income and intrafund usage is offset by non income.

TZ 17 MIS Client Server Charges (MIS Billing Only)

This object is used in the MIS DP Billing to set up Accounts Receivable or to charge Intrafund usage to cover costs in support of Client Server Technology.

Offsetting credit is TZ16.

TZ 18 TEF Systems Support

This object is used in the MIS DP Billing to set up the Accounts Receivable or charge intrafund usage when distributing labor costs in support of existing production systems (maintenance requests). Flat rate per hour includes labor and machine costs.

Offsetting credit is TZ 16.

TZ 19 TEF Systems Development Charges

This object is used in the MIS DP Billing to set up the Accounts Receivable or charge intrafund usage when distributing labor costs in support of development of new systems or redevelopment of existing systems. Flat rate per hour includes labor and machine costs.

Offsetting credit is TZ 16.

TZ 23 OTEF Intrafund Rental Charges

This object is used when OTEF uses its own equipment.
The offsetting credit is intrafund rental TZ 13.

Object Definitions (Continued)

TZ 25 TEF Telecommunication Charges (MIS)

This object is used in the MIS DP Billing to set up the Accounts Receivable or charge interfund usage to cover costs in support of the WSDOT statewide telecommunications network.

Offsetting credit is TZ 16.

Object Definitions (Continued)

Wx Depreciation, Amortization, Bad Debt Expense and Changes in Capitalization Policy (TEF/WSF) ACCOUNT TYPE 24

WA	—	Depreciation Expense
WB	—	Amortization Expense
WC	—	Bad Debts Expense
WD	—	Change in Capitalization Policy

WA 01 Depreciation Expense

The amount that represents the current portion of expired useful life of tangible fixed assets with an inventory cost over \$5,000, during a given accounting period.

This Object is used to record depreciation of office equipment, service equipment, shop machinery, special equipment, etc. during the current accounting period, calculated on useful life. Carries AFRS Balance Sheet Account of 6511 (credit is 2420).

WB 01 Amortization of Bond Expense

This Object represents the portion of expired service costs of intangible assets. Carries AFRS Balance Sheet Account of 6512.

WC 01 Bad Debts Expense (only used in proprietary funds, 410 and 519)

This Object represents the portion of receivable balances recorded previously as revenue which have been determined to be uncollectible. Carries AFRS Balance Sheet Account of 6515 (credit is 1342, etc.).

WD 01 Change in Capitalization Policy

This account represents the change in asset value of a fund when changing the material level of capitalization of fixed assets.

end

Object Definitions (Continued)

Zx Unallocated Budget Amounts

Reflects the unallocated budget amounts as recorded in expense budget by organization code.

ZA Unallocated Salaries and Wages

ZB Unallocated Employee Benefits

ZC Unallocated Personal Service Contracts

ZD Unallocated FTE's

ZE Unallocated Goods and Services

ZG Unallocated Travel

ZJ Unallocated Capital Outlay

ZN Unallocated Grants and Loans

ZP Unallocated Debt Service

ZS Unallocated Inter-Agency Reimbursements

ZT Unallocated Intra-Agency Reimbursements

end

Work Operation Codes

Introduction

Work Operation Codes:

Work Operation Codes are used to define work activities or tasks performed within each Sub Program. Work Operation Codes may be Program specific, or may cross over several Programs, if the same work activity is performed for more than one Program or Sub Program structure.

Work Operation Category is the last two digits of the Activity code. Activity codes consist of Program, Subprogram, and Work Operation Category. Work Operation Category is determined from the subprogram structure as developed by the program manager and subsequently approved by management and the legislature.

All valid Activity Codes (Subprogram + Work Operation Category) are listed on the Activity (ACTV) table.

Work Operation Code 0101 (General Project Management) used on an Interstate work order would fit into this structure according to the following:

Activity Code	=	P1 01
GRUP table Subprogram entry	=	P1
Work Operation Category	=	01

Reference the Work Operation (WONT) Table following to see the valid Subprograms that Work Operation Code 0101 is valid.

Work Operations Class Code (3 digits) is a further breakdown of Work Operation Category identifying specific areas of work within a sub program upon which the program managers want to summarize or generate reports. This coding is not used in all sub programs.

The information contained in this section is a listing of the Sub Programs currently in use by the Department and the associated Work Operation Codes and their specific definitions.

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WORK OPERATION CODES

AGENCY 405

Code Title

Sub Programs

Work Operation Category - 01

*195	Interface Payable Suspense	P0
*495	Interface Payable Suspense	P0
*995	Interface Payable Suspense	D4 F1 F4 I1 I3 P0 P1 R2 U6 W4 X5 V5 V7 0R

Work Operation Category - 1X

0001	Reimbursable Project Phase Conversion	I1
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Work Operation Category - 2X

0002	Reimbursable Project Phase Conversion	I1
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Work Operation Category - 3X

0003	Reimbursable Project Phase Conversion	I1
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Work Operation Category - 4X

0004	Reimbursable Project Phase Conversion	I1
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Work Operation Category - 01

0101	General Project Management	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z1 Z2
0102	Travel To & From the Office to the Job Site	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0103	Training	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0104	Project Definition/Scoping	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0105	Early Environmental Scoping	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0106	Traffic & Accident Data	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0108	Consultant Selection/Agreement	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0110	Prepare Environmental Document	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0112	Base Map Prep/Photogrammetry-Design Doc.	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0113	Design Wetland Mitigation Site	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0114	Design Document	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0115	Value Engineering	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4
0116	Consult/Local Agency Design Document Review	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0118	Pavement/Materials Investigation	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0120	Design Hearing	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>
Work Operation Category - 01		
0122	Circulate Environmental Document & Respond	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0124	Final Design Document	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0126	Prepare & Issue Final Environmental Document	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0128	Department Approval-Corridor/Design	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0130	Bridge/Structure Site Data	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0132	Preliminary Structure	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0134	Foundation Investigation/Design & Detail Struct.	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0135	Consultant/Local Agcy Structure P S &E Review	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0140	Develop Base Map, R/W Plans-P S & E	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0142	Earthwork/Drainage	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0144	Access Hearing & Findings	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4
0146	Approve R/W Plans	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0148	Other Agency Permits	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0149	Access Management	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4
0150	Prepare P S & E	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0152	Signing, Illumination, Signalization	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0154	Landscaping	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0155	Compliance with Salmon ESA requirements	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0156	Surveying	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0158	Agreements & Utility Plans	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0160	Compile P S & E	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0162	Regional P S & E Review	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0164	Pre-AD Review	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0166	Consultant/Local Agency P S &E Review	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0168	Office Copy Review & Approval	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0193	Agreements	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0199	Bid Period	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
Work Operation Category - 02		
0201	General Project Management	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 0R
0202	Travel To & From Office to the Job Site	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 0R
0203	Training	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 0R
0210	Inventory	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 0R
0211	Rentals	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 0R
0212	Sales	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 0R
0220	Acquisition - Labor Costs	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 0R

WORK OPERATION CODES (continued)

AGENCY 405

Code Title

Sub Programs

Work Operation Category - 02

0221	Acquisition - Other Costs	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 0R
0222	Appraisal	I1 I2 I3 I4 I6 P1 P2 P3 W4 Z2 0R
0224	Appraisal Review	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 0R
0225	Acquisition of Wetland Mitigation	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 0R
0230	Condemnation/Preparation/Trial	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 0R
0240	Relocation - Labor Costs	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 0R
0241	Relocation - Other Costs	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 0R
0250	R/W Costs - Agreements	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 0R

Work Operation Category - 03

0301	General Project Management	I1 I2 I3 I4 I6 I7 P1 P2 P3 M6 W4 Z2 Z3
0302	Travel To & From the Office to the Jobsite	I1 I2 I3 I4 I6 I7 M6 P1 P2 P3 W4 Z2 Z3
0303	Training	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 Z3
0304	Equal Employment Opportunity & MBE	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0309	General Office Functions	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0310	Surveying (Alignment, Elevation, X-Sec., Slope)	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0311	Surveying (Grade Control, Drainage, Paving, etc.)	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0312	Surveying (Structures)	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0320	Work Drawings, Plan Checking, Data Preparation	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0321	Progress, Final Estimates and Records	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0322	Preparation of Change Orders	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0330	Inspection (Earthwork, Drainage, Surface & Pav)	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0331	Inspection (Structures)	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0332	Inspection (General)	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 Z3
0333	Environmental (Inspection & Surveying)	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 Z3
0334	Inspection & Surveying of Wetland Mitigation	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 Z3
0340	Testing (Earthwork, Surface, Paving, Drainage)	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 Z3
0341	Testing (Structures)	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 Z3
0350	Weighing, Dispatching & Receiving	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0351	Field Measurement - Progress & Final	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0352	Force Account	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0361	Agreements - (Construction Engineering)	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 Z3

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>
Work Operation Category - 04		
0403	Training	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4
0404	Construction- CAPS Payments Prime Contractors	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0405	Construction (State Force Work Only)	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0406	Auditing Services	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4
0407	Legal Services	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2
0409	Agreements - Construction	I1 I2 I3 I4 I6 I7 P1 P2 P3 W4 Z2 Z3
Work Operation Category - 01		
0510	Planning and Research	T2
Work Operation Category - 05		
0513	Administration	T2
Work Operation Category - 03		
0520	Transportation Data Collection & Analysis	T2
Work Operation Category - 01		
0548	Issue Access Permits	T2
Work Operation Category - 05		
0550	Official State Highway Map Preparation	T2
0551	Geographic Information System Base Map Devlp.	T2
0552	Special Mapping Projects	T2
0553	Medium Scale Base Mapping	T2
0554	Annexations	T2
0555	Statewide Base Mapping	T2
0556	Link Reference System (LRS) Development	T2
0557	Applications/Help Desk	T2
0558	Training of Others	T2
0559	Data Administration	T2

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>
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Work Operation Category - 01

0590	Metropolitan Planning Org. & Other 100% Reim.	T6
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Work Operation Category - 03

0592	Rail Capital Acquisitions	Y5
0593	Rail Right Of Way Maintenance	Y5

Work Operation Category - 04

0594	Rail Rehabilitation Loans or Grants	Y5
0595	Rail Capital Acquisition Loans or Grants	Y5

Work Operation Category - 01

0601	Aviation Administration	F1
0602	Aviation Facilities Aid	F2
0603	State Airport Construction & Maintenance	F3
0604	Air Safety & Training/Search & Rescue	F4
0605	Aviation Planning, Advocacy, & Encroachment	F5

Work Operation Category - 04

0640	Agency CTR Administration	V7
0641	Agency CTR Administration Expenses	V7
0642	Incentive Awards	V7
0643	Guaranteed Ride Home - Contracted	V7
0644	Guaranteed Ride Home - Employee Reim.	V7
0645	Vanpool Subsidy - Contracted	V7
0646	Vanpool Subsidy - Employee Reimbursement	V7
0647	Transit Pass Subsidy - Contracted	V7
0648	Transit Pass Subsidy - Employee Reimbursement	V7
0649	Parking/Walking/Bike/Rideshare - Subsidies	V7
0651	Promotional Expenses	V7
0652	Commuter Bonus - Vanpool	V7
0653	Commuter Bonus - Transit	V7

Work Operation Category - 01

0699	Advanced Environmental Mitigation	0M
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WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>
Work Operation Category - 01		
0701	Payroll Suspense	P0
0702	Assistant Attorney General & Staff	P0
0703	Error Suspense - Payroll (PR10)	P0
0710	Geographic Services Suspense - Trip	P5
0711	Printing Services Suspense - Operation	P5
0712	Mats Lab/Testing Services - Suspense	P5
0713	Project Offices	P7
0715	IP Work Order Distribution	P8
0720	Management and Support	S1 S2 S3 S4 S5 K1 K2 K4 V1 V2 V3 V4 V5 V6 V7 Y2 Y3 Y4 Y5
Work Operation Category - 02		
0721	PT & R Technical Support	Y2 Y3 Y4 Y5 V1 V2 V3 V4 V5 V6 V7
Work Operation Category - 01		
0722	Capital Project Management	K3
Work Operation Category - 03		
0723	PT & R Grants and Loans	Y2 Y3 V1 V2 V3 V4 V5 V6 V7
Work Operation Category - 01		
0725	Program Development Administration	D1
Work Operation Category - 03		
0726	Rail Passenger Capital Improvements	Y4
Work Operation Category - 04		
0727	Architectural Administration	D5
Work Operation Category - 01		
0728	Operations Administration	D5
0729	Maintenance Management & Support	M1
0731	Planning & Programming Supervision	T1

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>
Work Operation Category - 06		
0732	TransAid Supervision	Z1
Work Operation Category - 01		
0737	Interjurisdictional Studies	S6
Work Operation Category - 01		
0750	Charges From Other Agencies	U1 U2 U3 U4 U5 U6 U8 U9 U0

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>
Work Operation Category - 01		
0760	Management and Support	Q1
0761	Planning and Administration	Q3
0762	Design	Q3
0763	Field Installation	Q3
0765	Freeway Operations	Q2
0766	Tunnel Operations	Q2
0767	Radio Operations	Q2
0768	Incident Response	Q2
0769	Traffic Signal Operations	Q2
0771	Safety & Efficiency Responses to Customers	Q2
0772	Traffic Policy & Specifications	Q2
0773	Advanced Technology Applications	Q2
0774	Billboard Control & Logo Signing	Q2
Work Operation Category - 02		
0775	Development	Q2
0776	Implementation-Traffic Signal Improvements	Q2
0777	Implementation-Signs and Delineation	Q2
0778	Implementation-Freeway System & Traveler Info.	Q2
0779	Implementation - Other Low Cost Enhancements	Q2
Work Operation Category - 01		
0780	Radio Administration	M1
0782	Equipment and Facilities Administration	M1
0791	Redistribution of Office Supplies & Telephone	D1 D5 E1 M1 Q1 S4 T2
Work Operation Category -08		
0801	General Project Management & Oversight Precon	I7
Work Operation Category - 01		
0910	Sales and Services	R3
Work Operation Category - 04		
0920	Conferences - Department Sponsored	R3

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>
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Work Operation Category - 05

0955	Sales and Services - BATS Charges	R5
0965	Sales and Services - Regions	R5
0975	Sales and Services - Olympia Service Center	R5

Work Operation Category - 01

1000	Administration / Supervision	P2, P5
1001	Bridge List Publication	P2, P5
1002	Personnel	P2, P5
1004	Data Integrity	P2, P5
1005	File Maintenance	P2, P5
1006	Mainframe Application - Develop./Maintenance	P2, P5
1015	Equipment Procurement	P2, P5
1016	Inspection Manual/Directive & Maintenance	P2, P5
1017	Load Rating	P2, P5
1018	Miscellaneous Requests - Work	P2, P5
1021	Safety	P2, P5
1022	Training	P2, P5
1024	Word Processing/Receptionist	P2, P5
1025	WSBIS Coding	P2, P5
1026	Budget, Job Numbers, Reports, etc.	P2, P5
1027	Utility Review	P2, P5
1028	Over Weight Permit Review	P2, P5
1029	General Office Work	P2, P5
1035	BATS Accounting / Time Sheets	P2, P5

Work Operation Category - 02

1041	Inspection Planning & Scheduling	P2, P5
1045	Recommended Repair Lists & Letters	P2, P5
1046	Report Inquiry & Update	P2, P5

Work Operation Category - 02

1048	Quality Assurance Office	P2, P5
1055	Consultant Support - Office & Field	P2, P5

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>	<u>Work Op Class</u>
Work Operation Category - 03			
1070	Equipment Inspection & Maintenance	P2, P5	
1074	Fracture Critical Inspection	P2, P5	
1077	Quality Assurance Inspection	P2, P5	
1078	Routine Inspection	P2, P5	
1079	Travel	P2, P5	
Work Operation Category - 03			
1081	UBIT Inspection	P2, P5	
1082	Underwater Wading & Scour Inspection	P2, P5	
1083	Unscheduled In-depth & Special Inspection	P2, P5	
1099	Offsetting Credit to Cost Center (AD0110)	P2, P5	
Work Operation Category - 01			
1111	Mechanical-Patching	M2	1A1
1122	Manual -Patching	M2	1A1
1142	Grade/Reshape Shoulder	M2	1A3
1147	Chip Seal Patching	M2	1A1
1161	Crack and Joint Sealing	M2	1A2
1173	Patching for Settlement & Subgrade Repair	M2	1A1
1181	Sweeping & Cleaning Pavement	M2	1A4
1185	Safety Patrol	M2	1B1
1199	Miscellaneous Roadway Maintenance	M2	1A5
Work Operation Category - 02			
1211	Slope, Rip Rap & Cribbing Repair & Maintenance	M2	2A5
1311	Ditching & Channel Maintenance	M2	2A1
1331	Culvert Maintenance	M2	2A2
1341	Manhole, Catch Basin & Grate Maintenance	M2	2A3
1343	Detention/ Retention Basin Maintenance	M2	2A4
1399	Miscellaneous Drainage Maintenance	M2	2A6

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>	<u>Work Op Class</u>
Work Operation Category - 06			
1431	Vehicle Permits	M2	6B4
1432	Franchise Permits	M2	6B4
1433	Approach Permits	M2	6B4
Work Operation Category - 03			
1511	Nuisance Weed Control	M2	3A5
1516	Noxious Weed Control	M2	3A5
1525	Cutting, Pruning & Selective Thinning	M2	3A5
1541	Seeding & Planting Plant Materials	M2	3A5
1551	Fertilizing & Liming	M2	3A5
1552	Mowing Ornamental Lawns	M2	3A5
1561	Irrigation System Operation & Maintenance	M2	3A5
1599	Miscellaneous Landscape Maintenance	M2	3A5
Work Operation Category - 03			
1611	Nuisance Vegetation Control	M2	3A3 3A4
1615	Residual Herbicide Application	M2	3A3
1617	Noxious Weed Control	M2	3A2
1625	Control of Vegetation Obstructions (Hazards)	M2	3A4
1641	Seeding & Planting Plant Materials	M2	3A6
1651	Fertilizing & Liming	M2	3A6
1671	Road Kill/Animal Disposal	M2	3A1
1673	Litter Pick-Up	M2	3A1
1674	Litter Bag Pick-Up	M2	3A1
1675	Adopt-A-Highway Admin. & Coordination	M2	3A1
1685	Path, Trail & Park and Ride Lot Maintenance	M2	3A6
1699	Miscellaneous Roadside Maintenance	M2	3A6
Work Operation Category - 07			
1711	Weed Control	M2	7B1
1725	Cutting, Pruning & Selective Thinning	M2	7B1
1741	Seeding, Planting & Fertilizing	M2	7B1
1752	Mowing Lawns	M2	7B1
1761	Irrigation System Operation & Maintenance	M2	7B1
1773	Litter Pick-Up	M2	7B1

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>	<u>Work Op Class</u>
Work Operation Category - 07			
1781	General Building Maintenance	M2	7B1
1782	Janitorial Service	M2	7B1
1783	Electrical Maintenance	M2	7B1
1784	Plumbing Maintenance	M2	7B1
1788	RV Dump Station Maintenance	M2	7B1
1799	Miscellaneous Rest Area Maintenance	M2	7B1
Work Operation Category - 04			
1915	Pump Water From Pontoon Cells	M2	4B1
1916	Anchor Cable Tensioning	M2	4B1
1921	Routine Inspection	M2	4B1
1922	Bridge Cleaning	M2	4A3
1932	Removal of Debris from Under Bridges	M2	4A2
1933	Painting (including Sandblasting)	M2	4A4
1936	Deck Repair	M2	4A1
1941	Bridge Appurtenance Maintenance	M2	4A4
1942	Structural Repair & Maintenance	M2	4A2
1943	Scour Repair	M2	4A2
1953	Repair Bridge Expansion Joints	M2	4A2
1955	\Bridge Mechanism Maintenance	M2	4B1
1956	Electrical Maintenance	M2	4B1
1957	Hydraulic Maintenance	M2	4B1
1980	Movable Bridge Operation	M2	4B1
1999	Miscellaneous Bridge Maintenance	M2	4A4
Work Operation Category - 05			
2111	Snow Blower	M2	5B1
2113	Snow Plowing	M2	5B1
2117	Snow Slide & Drift Removal	M2	5B1
2118	Opening Seasonal Passes	M2	5B1
2142	Winter Sand Cleanup	M2	5B1
2151	Sanding	M2	5B1
2152	Anti-Icing & De-Icing Chemical Application	M2	5B1
2161	Guide Stakes, Posts & Sign Maintenance	M2	5B1
2162	Winter Drainage Maintenance	M2	5B1
2164	Winter Safety Patrol	M2	5B1
2165	Avalanche Control	M2	5B1

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>	<u>Work Op Class</u>
Work Operation Category - 05			
2166	Stockpiling, Mixing Sand and Chemicals	M2	5B1
2167	Radio Operation	M2	5B1
2168	Dormitory & Dining Room Operation	M2	5B1
2181	Winter Field Supervision	M2	5B1
2193	Cleaning & Servicing Equipment	M2	5B1
2199	Other Work Not Covered in 2111 to 2195	M2	5B1
Work Operation Category - 06			
2216	Regulatory Sign Repair & Maintenance	M2	6A4 6A5
2217	Advisory Sign Repair & Maintenance	M2	6A5
2241	Replace Guideposts and/or Delineators	M2	6A6
2311	Stripping	M2	6A1
2315	Remove Lane Markers	M2	6A2
2316	Install Lane Markers	M2	6A2
2318	Special Lane Markers	M2	6A3
2323	Crosswalks & Stop Bars	M2	6A3
2326	Plastic Letter, Arrow or Symbol	M2	6A3
2411	Guardrail Maintenance & Repair	M2	6A7
2412	Concrete Barrier Maintenance & Repair	M2	6A7
2413	Attenuators Maintenance & Repair	M2	6A7
2511	Signal Display & Detection System P.M.	M2	6B1
2512	Ramp Meter System P.M.	M2	6B3
2513	Closed Circuit Television P.M.	M2	6B3
2514	Driver Information System P.M.	M2	6B3
2516	Express Lane Gates, Signs & Barrier P.M.	M2	6B3
2531	Signal Display & Detection System Repair	M2	6B1
2532	Ramp Meter System Repair	M2	6B3
2533	Closed Circuit Television Repair	M2	6B3
2534	Driver Information System Repair	M2	6B3
2536	Express Lane Gates, Signs & Barrier Repair	M2	6B3
2599	Miscellaneous SC & DI Maintenance	M2	6B3

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>	<u>Work Op Class</u>
Work Operation Category - 06			
2611	Signal Control System Major P.M.	M2	6B1
2612	Signal Control System Minor P.M.	M2	6B1
2632	Signal Control System Repair	M2	6B1
2699	Miscellaneous Signal Maintenance	M2	6B1
2711	Illumination System P.M.	M2	6B2
2715	Electrical Service P.M.	M2	6B2
2731	Illumination System Repair	M2	6B2
2737	Electrical Services Repair	M2	6B2
2799	Miscellaneous Lighting Maintenance	M2	6B2
Work Operation Category - 04			
2880	Operation of Ferries	M2	4B2
2881	Repair & Maintenance of Ferries	M2	4B2
2882	Repair & Maintenance of Ferry Facilities	M2	4B2
Work Operation Category - 09			
3111	Pavement Repair	M2	9B1
3112	Roadside Repair including Fences	M2	9B1
3115	Structures	M2	9B1
3120	Hazardous Waste, Spills, & Debris Cleanup	M2	9B1
3122	Graffiti Removal	M2	9B1
3131	Traffic Signs, Direction Markers	M2	9B1
3151	Guardrail	M2	9B1
3152	Energy Absorbing Barriers	M2	9B1
3153	Concrete Barriers	M2	9B1
3161	Electrical Signal Equipment	M2	9B1
3162	Gates and Barrier Repair	M2	9B1
3163	SC & DI Systems	M2	9B1
3171	Highway Lighting System	M2	9B1
3181	Roadside Rest Areas	M2	9B1
3195	Traffic Control / Detour	M2	9B1
3199	Miscellaneous 3 rd Party Damage Repair	M2	9B1

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>	<u>Work Op Class</u>
Work Operation Category - 04			
3211	Vent Fans and Mechanical Systems P.M.	M2	4B3
3212	Tunnel Fire Protection & Hydraulic System P.M.	M2	4B3
3213	Electrical Systems P.M	M2	4B3
3214	Air Plenum P. M.	M2	4B3
3215	C.O. Monitor P.M.	M2	4B3
3231	Vent Fans and Mechanical Systems Repairs	M2	4B3
3232	Tunnel Fire Protect. & Hydraulic System Repair	M2	4B3
3233	Electrical Systems Repair	M2	4B3
3234	Air Plenum P.M. & Repair	M2	4B3
3235	CO Monitors P.M. & Repair	M2	4B3
3280	Urban Tunnel Operation	M2	4B3
3291	Computer System P. M. & Repair	M2	4B3
3299	Miscellaneous Urban Tunnel Maintenance	M2	4B3
Work Operation Category - 09			
4011	Roadway Surfaces	M2	9B2
4013	Drainage Facilities	M2	9B2
4015	Landscape, Roadside and Rest Area	M2	9B2
4019	Structures	M2	9B2
4021	Bridge Inspection	M2	9B2
4022	Traffic Services	M2	9B2
4095	Traffic Control and Detour	M2	9B2
4099	Miscellaneous Disaster Maintenance	M2	9B2
Work Operation Category - 08			
6014	Maintenance of Stockpile Sites	M2	8B3
6015	Yard Clean Up	M2	8B3
6016	Field Supervision - Maint. Supervisor/Lead Tech.	M2	8B1
6017	Training & Meetings Including Associated Travel	M2	8B2
6019	Servicing Equipment & Tools	M2	8B3
6023	Shop Steward Activities	M2	8B3
6024	Radio Operator (other than Snow & Ice)	M2	8B3
6027	Administrative & Clerical Support	M2	8B1
6031	TEF Assigned Hours with Zero Monthly Use	M2	8B3
6032	Instructor - Equipment Operator Training	M2	8B2
6033	Drug & Alcohol Testing	M2	8B3

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>
Work Operation Category - 01		
6801	Work Done for Others - Roadway	R2
Work Operation Category - 02		
6802	Work Done for Others - Roadside	R2
Work Operation Category - 04		
6803	Operating Subsidy - Wahkiakum Co Ferry	Z6
Work Operation Category - 04		
6804	Work Done for Others - Structures	R2
Work Operation Category - 05		
6805	Work Done for Others - Snow & Ice	R2
Work Operation Category - 06		
6806	Work Done for Others - Traffic Services	R2
Work Operation Category - 09		
6809	Work Done for Others - Damages	R2
Work Operation Category - 01		
6910	Materials & Supplies Transactions	M5
Work Operation Category - 02		
6920	Quarry, Pit, and Stockpile Sites	M6
6921	Amortization of Quarry, Pit, and Stockpile Sites	M6
6922	Beginning & Ending Inventory	M6
Work Operation Category - 03		
6923	Beginning & Ending Inventory	M6

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>
Work Operation Category - 04		
6930	Production - Aggregates	M6
6931	Production - Other	M6
6932	Amortization of Stockpile Material Produced	M6
6933	Beginning & Ending Inventory	M6
Work Operation Category - 05		
6940	Stockpile Transactions	M5
Work Operation Category - 06		
6950	Stores Administration	M5
6951	Training	M5
Work Operation Category - 07		
6960	Stores & Stockpiles Payable	M5
Work Operation Category - 08		
6980	Work in Progress	M6
6981	Beginning & Ending Inventory	M6
Work Operation Category - 20		
7001	Capital Facilities Program Support D3/D4	D3 D4
7002	Capital Facilities Program Training D3/D4	D3 D4
7003	Travel Time (over 1/2 hour) D3/D4	D3 D4
7004	State Force Supervision/Inspection D3/D4	D3 D4
Work Operation Category - 01		
7100	Site/Building/Product Investigation	D3
7101	Appraisal & Negotiation/Cost Estimate	D3
7102	Title & Acquisition Costs	D3

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>
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Work Operation Category - 02

7110	Site Preparation	D3
7111	Building/Site/Appurtenance Demolition	D3
7112	Building/Site/Appurtenance Studies & Design	D3
7113	Building/Site/Appurtenance Construction	D3
7114	Building Commissioning/Energy Analysis	D3
7115	Building Furnishings	D3
7116	Post Construction	D3
7120	Telecommunications Installation/Equipment	D3
7121	Art Work	D3

Work Operation Category - 01

7503	Leased Building / Appurtenance/Site to WSDOT	D4
7504	Leased Site	D4
7505	Furnishings	D4
7506	Storage	D4

Work Operation Category - 01

7549	Moving Costs	D4
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Work Operation Category - 02

7550	Utilities	D4
7575	Fire Alarm/Security	D4
7580	Telecommunications	D4
7585	Assessments	D4

Work Operation Category - 03

7600	Janitorial	D4
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WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>
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Work Operation Category - 04

7650	Landscaping/Grounds	D4
7655	Sanitary/Storm Drainage	D4
7660	Surfacing-Parking Lot/Sidewalk	D4
7665	Foundations	D4
7670	Building Exterior	D4
7673	Building Superstructure	D4
7675	Roof Maintenance	D4
7680	Interior Walls/Ceilings	D4
7685	Floors	D4
7690	Plumbing	D4
7695	Heating, Ventilation, Air Conditioning	D4
7700	Electrical	D4
7705	Hoists/Elevator/Escalator	D4
7710	Special Equipment	D4
7715	Fire Suppression/Security Systems	D4
7720	Signage	D4
7725	Small Tools, Supplies & Service Equipment	D4
7730	Travel Time (over _ hour) Preventive	D4
7735	State Force Supervision/Inspection	D4

Work Operation Category - 05

7750	Landscaping/Grounds Repair	D4
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WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>
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Work Operation Category - 05

7755	Sanitary/Storm Drainage Repair	D4
7760	Surfacing-Parking Lot/Sidewalk Repair	D4
7765	Foundations Repair	D4
7770	Building Exterior Repair	D4
7773	Building Superstructure Repair	D4
7775	Roof Repair	D4
7780	Interior Walls/Ceilings Repair	D4
7785	Floor Repair	D4
7790	Plumbing Repair	D4
7795	Heating, Ventilation, Air Conditioning Repair	D4
7800	Electrical Repair	D4
7805	Hoists/Elevator/Escalator Repair	D4
7810	Special Equipment Repair	D4
7815	Fire Suppression/Security System Repair	D4
7820	Signage Repair	D4
7825	Snow Removal	D4
7830	Third Party Damages	D4
7835	Travel Time (over _ hour) Corrective	D4
7840	State Force Supervision/Inspection	D4

Work Operation Category - 06

7850	Minor Renovation - Design	D4
7855	Minor Renovation - Construction	D4
7860	Travel Time (over _ hour) Minor Projects	D4
7865	State Force Supervision/Inspection	D4

Work Operation Category - 07

7875	Environmental Design/Studies	D4
7880	Environmental Construction/Remediation	D4

Work Operation Category - 08

7900	American Disabilities Act Studies/Design	D3 D4
7905	American Disabilities Act Renovation	D3 D4

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>
Work Operation Category - 09		
7925	Property Surplus Assess/Appraisal	D4
7930	Property Surplus (Fix Up Costs)	D4
Work Operation Category - 10		
7950	Major Renovation - Design	D4
7955	Major Renovation - Construction	D4
Work Operation Category - 01		
8001	Purchase of Rental Equipment - \$5000 or more	E1
8002	Donated Rental Equipment (Contributed Capital)	E1
8003	Cost of Outfitting & Preparation Equipment for Initial Service	E1
8004	Purchase Rental Equipment - less than \$5000	E1
8005	Equipment Modifications or Reclassification over \$5000	E1
8015	Purchase Office/Shop Equip. - \$5000 or more	E1
8017	Purchase Office/Shop Equip. - less than \$5000	E1
8040	Equipment Rental from WSDOT (Accounts Receivable) Debit	E1
8050	Accrued Revenue from WSDOT (Non OTEF) Credit	E1
8053	Accrued Revenue from Others, all Classes	E1
8056	Sale Of Fuel to WSDOT	E1
8057	Sale Of Fuel to Others	E1
8058	Sundry Sales to WSDOT	E1
8059	Sundry Sales to Others	E1
8098	Accrued Expense - Estimated Leave Payable	E1, E2
8099	Due to Other Funds	E1, E2
8126	Repairs to OTEF equipment with OTEF labor	E1
8127	Direct Expenses to OTEF Rental Equipment	E1
8130	Fees, Certification/License Class 66 Fuel Stations	E1
8205	OTEF Mechanics Tool Allowance	E1
8206	Bench Stock	E1
8207	Shop Steward Activities	E1
8208	Technical Training	E1
8209	General Training	E1
8210	Conferences/Meetings	E1
8211	Regional OTEF Administration (Non Labor)	E1
8212	Regional OTEF Administration (Labor)	E1
8213	Registration and Licensing Fees - Class 1-23 & 25	E1

8214 Purchase of Lubricating Oils (10W - 20W50)

E1

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>
Work Operation Category - 01		
8215	Purchase of Lubricating Gear Oils (50W -120W)	E1
8216	Purchase of Hydraulic Fluids	E1
8217	Purchase of Antifreeze - Automotive Equipment	E1
8218	Other Lubricating Fluids and Oils	E1
8219	Disposal of Waste Products	E1
8220	OTEF intra-fund service equipment rent (less radio & fuel)	E1
8221	OTEF intra-fund radio equipment rent	E1
8256	Fees/Certification & License Costs - Class 24	E1
8257	Telephone, Leased Line Costs & Micro Circuits	E1
8258	Microwave Circuit Costs paid to WSP	E1
8280	OTEF Intra Fund Fuel System Equipment	E1
8283	Fuel Site Cleanup-No Equipment # available	E1
8317	OTEF Administration	E1
8318	OTEF Radio Administration	E1
8319	Interest Payment on Lease Agreements	E1
8320	Payments for Equipment Disposal Services	E1
8321	PAF Fees paid directly to General Administration	E1
8322	Tort Claims Payments	E1
8335	Contracts In Process	E1
8341	Reimbursable Work Done for Other Governmental Entities	E1
8350	Intra-Agency Reimbursable	E1
8351	External 3rd Party Damages (Tort Claims) Reimbursable (Hx Jobs)	E1
8256	Reimbursable Warranty Claims Work	E1
8360	Cost Of Goods Sold - Fuel - Sold from OTEF Inventory	E1
8375	Non-Cash Revenue To OTEF	E1
8401	Depreciation of Equipment	E1
8408	Accounts Receivable Bad Debt Expense	E1
8411	Accumulated Depreciation - All Classes	E1
8420	Disposal of Equipment - Asset Value	E1
8430	Disposal of Lifetime-Accum.Deprec.	E1

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>
Work Operation Category - 01		
8440	Disposal of Contributed Equipment - All Classes	E1
8450	Fuel Issues To WSDOT Fleet Vehicles	E1
8451	Fuel Issues - OTEF Overhead Expense	E1
8460	Fuel Purchases, Issues and Adjustments	E1
8461	Fuel Inventory Expenses	E1
8465	Fuel Vendor Warrant Issue	E1
8470	Consumable Inventory Issues To WSDOT Fleet	E1
8490	Consumable Inventory Purchases, Issues&Adjust.	E1
8491	Consumable Inventory Expenses	E1
8495	Consumable Inventory Vendor Warrant Issue	E1
Work Operation Category - 07		
8551	Purchase Class 30 (Van Pool) Equipment	E1
8552	Donated Class 30 (Van Pool) Equipment	E1
8553	Cost Betterment's, Prep. for Service/Outfitting	E1
8554	Equipment Rental	E1
8652	Maintenance - Operating	E1
8751	Depreciation of Class 30	E1
8752	Accumulated Depreciation of Class 30	E1
8753	Disposal Equipment Asset Value Class 30	E1
8754	Disposal Life Accum. Depreciation Class 30	E1
8755	Disposal Donated Equipment Value Class 30	E1
Work Operation Category - 01		
8810	Purchase Mainframe & Component	E2
8820	Purchase of Video System Components	E2
8825	Purchase PBX Equipment	E2
8830	Purchase Major Network Component	E2
8835	Purchase of Servers	E2
8840	Purchase Micro Components	E2
8841	Donated IT Equipment (Contributed Capital)	E2
8850	Purchase Minor Cap. Equipment \$5000 or more	E2

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>	<u>Work Op Class</u>
Work Operation Category - 01			
8865	Equip. Advance Payment - Recognized Revenue	E2	
8917	Disposal of IT Equipment Life Accum. Depr.	E2	
8919	Disposal of IT Equipment Asset Value	E2	
8957	Disposal of Minor Capital Life Accum. Depr.	E2	
8959	Disposal of Minor Capital Asset Value	E2	
8960	MIS Director & Staff Administration	E2	
8961	Training	E2	
8962	Application Administration	E2	
8965	Region and OSC IT Support Staff	E2	
8967	Non Capital customer Purchased IT Equipment, Repair & Maint,	E2	
8968	MIS Capital Purchase Pend. Posting to NETMAN	E2	
8975	Intra-Fund Services and Equipment Rental	E2	
8980	IT Equipment Depreciation Expense	E2	
8981	Depreciation of Minor Capital	E2	
8985	Accumulated Depreciation of IT Equipment	E2	
8986	Accumulated Depreciation of Minor Capital	E2	
Work Operation Category - 03			
9000	Finance & Administration	X5	510
9005	WSF Information Technology	X5	511
Work Operation Category - 04			
9011	Executive Management & Support	X5	711
Work Operation Category - 01			
9100	Deck Operations	X5	111
9101	Engine Operations	X5	112
9103	Terminal Area Manager (Only)	X5	310
9104	Terminal Agents	X5	311
9105	Revenue Collection Costs	X5	312
9106	Traffic Control Costs	X5	313
9107	Vessel Operations Management/Support	X5	119
9108	Terminal Operations Management/Support	X5	319

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>	<u>Work Op Class</u>
Work Operation Category - 06			
9201	General	X5	210
9202	Structural Hull	X5	210
9203	Houses & Interior Bulkheads	X5	210
9204	Sideports, Doors, Hatched, Manholes	X5	210
9205	Hull Fittings	X5	210
9206	Deck Coverings	X5	210
9207	Insulation, Linings & Battens	X5	210
9208	Kingposts, Booms, Masts, Davits	X5	210
9209	Rigging & Lines	X5	210
9210	Ground Tackle	X5	210
9211	Piping - Hull Systems	X5	210
9212	Air Conditioning, Heating & Ventilation	X5	210
9213	Fire Detection & Extinguishing	X5	210
9214	Painting & Cementing	X5	210
9216	Lifesaving Equipment	X5	210
9217	Commissary Spaces	X5	210
9218	Utility Spaces & Workshops	X5	210
9219	Furniture & Furnishings	X5	210
9220	Plumbing Fixtures & Accessories	X5	210
9221	Hardware	X5	210
9222	Protective Coverings	X5	210
9223	Miscellaneous Equipment Stowage	X5	210
9224	Name Plates, Notices & Markings	X5	210
9225	Joiner Work & Interior Decoration	X5	210
9226	Stabilization Systems	X5	210
9227	Container Storage & Handling	X5	210
9229	Remove & Reinstall	X5	210
9230	Rip-out	X5	210
9231	Steel Plate & Shapes, Bulk	X5	210
9235	Services (Firewatch, Riggers, Toolroom, Transportation, Cleanup, etc.	X5	210
9250	Main & Auxillary Machinery	X5	210
9252	Reduction Gears - Main Propulsion	X5	210
9253	Main Shafting, Bearings & Propeller	X5	210
9256	Fuel Oil System	X5	210

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>	
		<u>Work Op Class</u>	
9257	Lubrication Oil System	X5	210
9258	Sea Water Systems	X5	210
9259	Fresh Water System	X5	210
9263	Steam & Exhaust Systems	X5	210
9264	Machinery & Space Ventilation	X5	210
9265	Air Conditioning Refrigeration	X5	210
9270	Pollution Abatement Systems & Equipment	X5	210
9271	Tank Level Indicators	X5	210
9272	Compressed Air Systems	X5	210
9273	Pumps	X5	210
9274	General Requirements for Machinery Pressure	X5	210
9275	Piping System	X5	210
9276	Emergency Generator Engines	X5	210
9278	Tanks - Miscellaneous	X5	210
9279	Ladders, Gratings, Floor Plates, Platforms & Walkways in Mac	X5	210
9281	Hull Machinery	X5	210
9282	Warranty	X5	210
9285	Instruments Miscellaneous Gauge Boards - Mechanical	X5	210
9287	Electrical Systems, General	X5	210
9288	Generators	X5	210
9289	Switchboards	X5	210
9290	Electrical Distribution	X5	210
9291	Auxiliary Motors U Controls	X5	210
9292	Lighting	X5	210
9293	Radio Equipment	X5	210
9294	Navigation Equipment	X5	210
9295	Interior Communications	X5	210
9296	Storage Batteries	X5	210
9299	Centralized Engine Room & Bridge Control	X5	210

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>	<u>Work Op Class</u>
Work Operation Category - 02			
9410	Purchase Fuel	X5	540
9420	Issues to WSF Vessels - Fuel	X5	540
9425	Budgeted Changes in Fuel Inventory	X5	549
9430	Payments to Vendors for Fuel Inventory Purchase	X5	560
Work Operation Category - 01			
9440	Depreciation Exp. - Vessels - Major Fixed Assets	X5	001
9441	Depreciation Exp.-Terminals-Major Fixed Assets	X5	001
9442	Depreciation Expense-Minor Capital	X5	001
9443	Depreciation Expense-Leasehold - Fixed Assets	X5	001
Work Operation Category - 02			
9450	Consumable Inventory - Receipts	X5	530
9451	Consumable Inventory - Issues	X5	530
9460	Payments To Vendors-Consumable Inv. Purchase	X5	550
9465	Consumable Inventory - Write Off	X5	530
9466	Consumable Inventory - Over/Short	X5	530
9467	Budgeted Changes In Consumable Inventory	X5	539
Work Operation Category - 06			
9518	Foreman Duties - Vessels	X5	210
9519	Leadman Duties - Vessels	X5	210
9521	Vessel Preservation-Administrative	W4	210
9522	Vessel Preservation- On Capital Projects	W4	210
9670	Hazard Waste - Oil Spill & Cleanup - Vessels	X5	210
9671	Non Skid Painting - Vessels	X5	210
9672	Asbestos Removal - Vessels	X5	210
9673	USCG Annual Inspection	X5	210
9674	USCG 835 Work	X5	210
9675	Shipyard Competent Person Meetings	X5	210
9676	Shipyard Competent Person Duties	X5	210
9677	Mask Repair/Fit Tests/Filter Issues	X5	210
9678	Life Rafts	X5	210
9679	Car Blocks	X5	210
9680	General - Safety - Vessels	X5	210

WORK OPERATION CODES (continued)

AGENCY 405

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>	<u>Work Op Class</u>
Work Operation Category - 06			
9690	Lay-Up Meetings	X5	210
9699	Vessel Maintenance (Accounting Use Only)	X5	210
9721	Terminal Preservation - Administrative	W4	210
9722	Terminal Preservation - On Capital Projects	W4	210
9760	Eagle Harbor Terminal Maintenance	X5	410
9810	EAC Safety Meeting	X5	410
9811	Eagle Harbor Training	X5	410
9812	Night Watchman	X5	410
9813	Eagle Harbor Vacation, Holiday, Sick Leave, etc.	X5	410
9815	Eagle Harbor Foreman Duties - Terminals	X5	410
9816	Leadman Duties - Terminals	X5	410
9849	Terminal Maintenance (Accounting Use Only)	X5	410
9860	Vessel Lay-Up	X5	211
9870	Vessel Maintenance Management & Support	X5	219
9880	Terminal Maintenance Management & Support	X5	419
Work Operation Category - 07			
9991	Payroll Suspense For X5	X5	900
9996	Bad Debt Expense	X5	900

WORK OPERATION CODES (continued)

AGENCY 410

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>
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Work Operation Category - 01

*995	Accounts Payable	L1
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Work Operation Category - 07

0701	Payroll Suspense	L1
0733	Transportation Commission & Staff	L1

AGENCY 411

<u>Code</u>	<u>Title</u>	<u>Sub Programs</u>
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Work Operation Category - 07

0734	Administration, Supervision and Suspense	J1
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Sub Programs & (Program/Activity Structures)

Introduction including Alphabetical Sub Program Index

Sub Programs (Program Structure):

The mission of the Department is to develop and maintain a balanced, comprehensive transportation system. In order to segregate and monitor segments of this mission the Department has developed various program structures. The legislature also uses them to keep track of the appropriations granted. The Department divides these programs further into sub-programs and uses them to record how the appropriation is expended.

Alphabetical Sub Program Index:

The alphabetical Sub Program Index provides a cross reference from the alpha numeric sub program to the section in the Chart of Accounts which contains the specific information. For example: If you need to find information on sub program "F2" and don't know where the "F2" information is located within the Chart of Accounts , you would look up "F2" in this index and it will refer you to Aviation which is located in Section 5. There you will find information concerning sub program "F2" and its related Work Operation Codes.

Introduction Including Alphabetical Sub Program Listing (Continued)

D HIGHWAY MANAGEMENT AND FACILITIES

- D1** PROGRAM DEVELOPMENT MANAGEMENT AND SUPPORT (see *Highway Management and Facilities*)
- D3** PLANT CONSTRUCTION (see *Highway Management and Facilities*)
- D4** PLANT MAINTENANCE AND OPERATION (see *Highway Management and Facilities*)
- D5** OPERATIONS MANAGEMENT AND SUPPORT (see *Highway Management and Facilities*)

E TRANSPORTATION EQUIPMENT FUND (TEF)

- E1** EQUIPMENT OPERATIONS AND SERVICES (see *Equipment*)
- E2** MANAGEMENT INFORMATION SERVICES (see *Mgmt. Info. Services*)

F AVIATION

- F1** AVIATION MANAGEMENT AND SUPPORT (see *Aviation*)
- F2** LOCAL AIRPORT AID (see *Aviation*)
- F3** STATE AIRPORT CONSTRUCTION AND MAINTENANCE (see *Aviation*)
- F4** SEARCH AND RESCUE (see *Aviation*)
- F5** AVIATION PLANNING, ADVOCACY, AND ENCROACHMENT (see *Aviation*)

Introduction Including Alphabetical Sub Program Listing (Continued)

I IMPROVEMENTS

- I1** MOBILITY IMPROVEMENTS (see *Improvements & Preservation*)
- I2** SAFETY IMPROVEMENTS (see *Improvements & Preservation*)
- I3** ECONOMIC INITIATIVES IMPROVEMENTS (see *Improvements & Preservation*)
- I4** ENVIRONMENTAL RETROFIT IMPROVEMENTS (see *Improvements & Preservation*)
- I6** REGIONAL TRAINSIT AUTHORITY IMPROVEMENTS (see *Improvements & Preservation*)
- I7** SR 16 TACOMA NARROWS BRIDGE PROJECT (see *Improvements & Preservation*)

P PRESERVATION

- P1** ROADWAY PRESERVATION (see *Improvements & Preservation*)
- P2** STRUCTURES PRESERVATION (see *Improvements & Preservation*)
- P3** OTHER FACILITIES PRESERVATION (see *Improvements & Preservation*)

K TRANSPORTATION ECONOMIC PARTNERSHIPS

- K1** ADMINISTRATION AND SUPPORT (see *Trans . Econ. Partnerships*)
- K2** ECONOMIC PARTNERSHIPS (see *Trans . Econ. Partnerships*)
- K3** PUBLIC PRIVATE INITIATIVES (see *Trans . Econ. Partnerships*)
- K4** FREIGHT MOBILITY (see *Trans . Econ. Partnerships*)

Introduction Including Alphabetical Sub Program Listing (Continued)

M HIGHWAY MAINTENANCE AND OPERATIONS

M1 MAINTENANCE MANAGEMENT AND SUPPORT (see *Maintenance*)

M2 MAINTENANCE — ON STATE SYSTEM (see *Maintenance*)

M5 INVENTORY AND STORES ADMINISTRATION (see *Maintenance*)

M6 UNDISTRIBUTED COSTS - INVENTORY SUSPENSE (see *Maintenance*)

Q TRAFFIC OPERATIONS

Q1 MANAGEMENT & SUPPORT (see *Traffic Operations*)

Q2 OPERATIONS & LOW COST ENHANCEMENTS (see *Traffic Operations*)

Q3 SPECIAL ADVANCED TECHNOLOGY PROJECTS (see *Traffic Operations*)

R SALES AND SERVICES TO OTHERS

R2 MAINTENANCE — OFF STATE SYSTEM (see *Sales & Services To Others*)

R3 SALES AND SERVICES TO OTHERS (see *Sales & Services To Others*)

R5 INTRA-AGENCY/INTERAGENCY REIMBURSEMENTS (see *Sales & Services To Others*)

Introduction Including Alphabetical Sub Program Listing (Continued)

S TRANSPORTATION MANAGEMENT AND SUPPORT

S1 EXECUTIVE MANAGEMENT AND SUPPORT (see *Mgmt & Support*)

S2 FINANCE AND ADMINISTRATION SERVICES SUPPORT (see *Mgmt & Support*)

S4 REGIONAL ADMINISTRATION AND SUPPORT (see *Mgmt & Support*)

S5 MAJOR SYSTEMS DEVELOPMENT (see *Mgmt & Support*)

S6 INTERJURISDICTIONAL STUDIES (see *Mgmt & Support*)

S7 MIS OPERATIONS (see *Mgmt & Support*)

T TRANSPORTATION PLANNING, DATA AND RESEARCH

T1 PLANNING & PROGRAMMING MANAGEMENT AND SUPPORT (see *Planning, Data & Research*)

T2 PLANNING, DATA AND RESEARCH (see *Planning, Data & Research*)

T6 PASS THROUGH FUNDS (see *Planning, Data & Research*)

Introduction Including Alphabetical Sub Program Listing (Continued)

U CHARGES FROM OTHER AGENCIES (PAYMENTS TO OTHER AGENCIES)

- U1 ARCHIVES AND RECORDS MANAGEMENT** (see *Charges From Other Agencies*)
- U2 ATTORNEY GENERAL SERVICES** (see *Charges From Other Agencies*)
- U3 AUDIT SERVICES** (see *Charges From Other Agencies*)
- U4 FACILITIES AND SERVICES** (see *Charges From Other Agencies*)
- U5 PERSONNEL SERVICES** (see *Charges From Other Agencies*)
- U6 SELF INSURANCE** (see *Charges From Other Agencies*)
- U8 OMWBE** (see *Charges From Other Agencies*)
- U9 CAPITAL PROJECTS SURCHARGE** (see *Charges From Other Agencies*)
- U0 STATE PARKING SERVICES** (see *Charges From Other Agencies*)

V URBAN & RURAL PUBLIC TRANSPORTATION

- V1 ADMINISTRATION** (see *Public Trans & Rail*)
- V2 PUBLIC TRANSPORTATION** (see *Public Trans & Rail*)
- V3 AGENCY COUNCIL ON COORDINATED TRANSPORTATION (ACCT)** (see *Public Trans & Rail*)
- V4 RURAL MOBILITY GRANT PROGRAMS** (see *Public Trans & Rail*)
- V5 HIGH CAPACITY TRANSPORTATION (HCT) / TRANSPORTATION DEMAND MANAGEMENT (TDM)** (see *Public Trans & Rail*)
- V6 MODAL COORDINATION PROGRAM** (see *Public Trans & Rail*)
- V7 STATEWIDE COMMUTE TRIP REDUCTION** (see *Public Trans & Rail*)

Introduction Including Alphabetical Sub Program Listing (Continued)

W WASHINGTON STATE FERRIES CONSTRUCTION

W4 WASHINGTON STATE FERRIES CONSTRUCTION (see *W S F*)

X WASHINGTON STATE FERRIES OPERATIONS & MAINTENANCE

X 5 WASHINGTON STATE FERRIES OPERATIONS AND MAINTENANCE (see *W S F*)

Y RAIL PROGRAMS

Y2 RAIL FREIGHT OPERATIONS (see *Public Trans & Rail*)

Y3 RAIL PASSENGER OPERATIONS (see *Public Trans & Rail*)

Y4 RAIL PASSENGER CAPITAL (see *Public Trans & Rail*)

Y5 RAIL FREIGHT CAPITAL (see *Public Trans & Rail*)

Z HIGHWAYS and LOCAL PROGRAMS

Z1 HIGHWAYS AND LOCAL PROGRAMS MANAGEMENT AND SUPPORT (see *HWYS & LP*)

Z2 HIGHWAYS AND LOCAL PROGRAMS CONSTRUCTION OFF STATE SYSTEM
(see *HWYS & LP*)

Z6 OPERATING SUBSIDY - WAHKIAKUM COUNTY FERRY (see *HWYS & LP*)

Introduction Including Alphabetical Sub Program Listing (Continued)

UNDISTRIBUTED COSTS

P0 UNDISTRIBUTED COSTS — PAYROLL & LEGAL (see *Undistributed Costs*)

P5 UNDISTRIBUTED COSTS — BATS MODES / BRIDGE MODES(see *Undistributed Costs*)

P7 UNDISTRIBUTED COSTS — PROJECT ENGINEERS (AD 1xxx) , ETC. (see *Undistributed Costs*)

P8 UNDISTRIBUTED COSTS — DIRECT PROJECT SUPPORT WORK ORDERS(see *Undistributed Costs*)

ADVANCE ENVIRONMENTAL MITIGATION REVOLVING ACCOUNT, RIGHT OF WAY & PHASE CORRECTIONS

0M ADVANCE ENVIRONMENTAL MITIGATION (see *Advance R/W & Phase Corrections*)

0R ADVANCE RIGHT OF WAY ACQUISITION (see *Advance R/W & Phase Corrections*)

I1 REIMBURSABLE PROJECT CORRECTIONS (see *Advance R/W & Phase Corrections*)

PROGRAM SUMMARY AND TITLE

D HIGHWAY MANAGEMENT AND FACILITIES

Highway Management and Facilities is divided into four subprograms. Two of the subprograms provide administrative and management support for other Department programs, including program development and highway construction. Responsibility for the Department's buildings and other capital facilities resides in the other two subprograms.

D1 Program Development Management and Support

D1 01 Management and Support

D3 Plant Construction

D3 01 Capital Facilities Building/Site Acquisition

D3 02 Capital Facilities Building/Site Design & Construction

D3 08 American Disabilities Act (ADA)

D3 20 Program Support

D4 Plant Maintenance and Operation

D4 01 Rental/Lease Costs

D4 02 Utilities

D4 03 Janitorial

D4 04 Preventive Maintenance

D4 05 Corrective Maintenance

D4 Plant Maintenance and Operation (continued)

D4 06 Minor Renovation

D4 07 Environmental

D4 08 American Disabilities Act (ADA)

D4 09 Property Surplus

D4 10 Major Renovation Projects

D4 20 Program Support

D5 Operations Management and Support

D5 01 Management and Support

**D5 02 Commute Trip Reduction Incentive
Programs & Awards**

D5 04 Architectural

D1 Program Development Management and Support

To be used for overhead costs associated with the Environmental & Engineering Service Center (EESC) and program development activities (project development and program management) in the Olympia Service Center (EESC, and Planning & Programming Service Center) and the Regions.

OLYMPIA SERVICE CENTER

ENVIRONMENTAL & ENGINEERING SERVICE CENTER

Assistant Secretary's Office — Assistant Secretary and Executive Assistant.

Resource Assistance Office — Manager, Secretary, Administrative Assistant, Personnel Officer, and Budget Program Specialist.

Design Office — State Design Engineer, Secretary, Administrative Assistant, Deputy State Design Engineer, Secretary to Deputy Design Engineer, Hydraulics Branch Supervisor, Right of Way Accommodations Engineer, and Computer Aided Engineering Manager.

Bridge & Structures Office — State Bridge & Structures Engineer, Secretary, Administrative Assistant, Bridge Design Engineer, and Bridge Preservation Engineer.

Real Estate Services Office — Director, Administrative Assistant, Assistant Director, Office Assistance Senior, Property Management Program Manager, Title & Condemnation Program Manager, Special Acquisition Project Coordinator, and Appraisal & Appraisal Review Program Manager.

Environmental Affairs Office — Director and Secretary Administrative.

PLANNING & PROGRAMMING SERVICE CENTER

Program Management Office — Director, Secretary, Program Management Engineer, Operations Engineer, and Funds Management Engineer.

D1 Program Development Management and Support (continued)

REGIONS

NORTHWEST REGION — Assistant Regional Administrator for Programs & Traffic, Administrative Assistant, Assistant Regional Administrator for Specialty Services, Program Manager, Administrative Assistant, Assistant Program Manager, Real Estate Services Manager, Administrative Assistant.

NORTH CENTRAL REGION — Project Development Engineer, Construction Engineer, Program Manager, Project Control Engineer and Real Estate Services Manager.

OLYMPIC REGION — Assistant Regional Administrator for Project Development, Real Estate Services Manager, Operations Engineer, Program Manager, Budget Manager, and Construction Assistant.

SOUTHWEST REGION — Design Engineer, Program Development Engineer, Project Development Engineer, Office Assistant Senior, Real Estate Services Manager, and Program Manager.

SOUTH CENTRAL REGION — Project Development Engineer, Real Estate Services Manager, Office Assistant Senior, Program Manager, and Project Control.

EASTERN REGION — Assistant Regional Administrator for Development, Program Manager, Project Development, Real Estate Services Manager, and Office Assistant.

Note: FTE's are controlled by position at the Olympia Service Center and in the Regions, and they charge 100 percent, full-time to D1.

D1 01 Management and Support

Work Operation Code

0725 Program Development Administration

0791 Redistribution of Office Supplies and Telephone

D3 Plant Construction

Plant construction involves the acquisition, development, construction or upgrading of real property, buildings and installed equipment used by the Department in planning, developing, constructing, maintaining, and operating the state highways system and the necessary initial inventory equipment to make such facilities operable.

D3 01 Capital Facilities Building/Site Acquisition

Work Operation Code

7100 Site/Building/Product Investigation

7101 Appraisal & Negotiation/ Cost Estimation

7102 Title and Acquisition Costs

D3 02 Capital Facilities Building/Site Design & Construction

Work Operation Code

7110 Site Preparation

7111 Building/Site/Appurtenance Demolition

7112 Building/Site/Appurtenance Studies & Design

7113 Building/Site/Appurtenance Construction

7114 Building Commissioning/Energy Analysis

7115 Building Furnishings

7116 Post Construction

7120 Telecommunications Installation/Equipment

7121 Art Work

D3 Plant Construction (continued)

D3 08 American Disabilities Act (ADA)

Work Operation Code

7900 American Disabilities Act (ADA) Studies /Design

7905 Renovation

D3 20 Program Support

Work Operation Code

7001 Capital Facilities Program Support D3/D4

7002 Capital Facilities Program Training D3/D4

7003 Travel Time (over 1/2 hour) D3/D4

7004 State Force Supervision / Inspection D3/D4

D4 Plant Maintenance and Operation

Provides for operation and major renovation, refurbishment, preventive and corrective maintenance to keep a building, structure, installed equipment or other improvement in its designed state of usefulness.

D4 01 Rental/Lease Costs

Payment for Sites, Buildings and Appurtenances leased by WSDOT.

Work Operation Code

7503 Leased Building & Appurtenance/Site to WSDOT

7504 Leased Site

7505 Furnishings

7506 Storage

7549 Moving Costs

D4 02 Utilities

Includes periodic payments for water, sewer, gas, electric, storm drainage, telephone, security, fire monitoring and fire suppression .

Work Operation Code

7550 Utilities

7575 Fire Alarm/Security

7580 Telecommunications

7585 Assessments

D4 Plant Maintenance and Operation (continued)

D4 03 Janitorial

Salaries and supplies for state force work, contracted services.

Work Operation Code

7600 Janitorial

D4 04 Preventive Maintenance

Regularly scheduled activity necessary to maintain site and building systems as required to perform satisfactorily for the duration of their functional design life.

Work Operation Code

7650 Landscaping/Grounds

7655 Sanitary/Storm Drainage

7660 Surfacing - Parking Lot/Sidewalk

7665 Foundations

7670 Building Exterior

7673 Building Superstructure

7675 Roof Maintenance

7680 Interior Walls/Ceilings

7685 Floors

7690 Plumbing

7695 Heating, Ventilation, and Air Conditioning (HVAC)

7700 Electrical

7705 Hoists/Elevator/Escalator

7710 Special Equipment

7715 Fire Suppression/Security Systems

D4 Plant Maintenance and Operation (Continued)

D4 04 Preventive Maintenance (continued)

- 7720 Signage**
- 7725 Small Tools, Supplies & Service Equipment**
- 7730 Travel Time (over 1/2/ hour) Preventive**
- 7735 State Force Supervision/Inspection**

D4 05 Corrective Maintenance

Unplanned, non-recurring repair and replacements necessary to restore facilities and components to operational condition.

Work Operation Code

- 7750 Landscaping/Grounds Repair**
- 7755 Sanitary/Storm Drainage Repair**
- 7760 Surfacing - Parking Lot/Sidewalk Repair**
- 7765 Foundations Repair**
- 7770 Building Exterior Repair**
- 7773 Building Superstructure Repair**
- 7775 Roof Repair**
- 7780 Interior Walls/Ceilings Repair**
- 7785 Floor Repair**
- 7790 Plumbing Repair**
- 7795 Heating, Ventilation, and Air Conditioning (HVAC) Repair**
- 7800 Electrical Repair**
- 7805 Hoists/Elevator/Escalator Repair**
- 7810 Special Equipment Repair**
- 7815 Fire Suppression/Security System Repair**
- 7820 Signage Repair**

D4 Plant Maintenance and Operation (Continued)

D4 05 Corrective Maintenance (continued)

7825 Snow Removal

7830 Third Party Damages

7835 Travel Time (over 1/2/ hour) Corrective

7840 State Force Supervision/Inspection

D4 06 Minor Renovation

Regional renovation work planned and prioritized to bring facilities and facility systems back up to previously assessed standard of condition.

Work Operation Code

7850 Minor Renovation - Design

7855 Minor Renovation - Construction

7860 Travel Time (over 1/2/ hour) Minor Renovation

7865 State Force Supervision/Inspection

D4 07 Environmental

Remediation of contamination at existing sites and replacement of out dated environmental protection equipment currently in place.

Work Operation Code

7875 Environmental Design/Studies

7880 Environmental Construction/Remediation

D4 08 American Disabilities Act (ADA)

Work Operation Code

7900 American Disabilities Act (ADA) Studies/Design

7905 American Disabilities Act (ADA) Renovation

D4 09 Property Surplus

Work Operation Code

7925 Property Surplus Assessment/Appraisal

7930 Property Surplus (Fix up Costs other than Environ. Remediation)

D4 Plant Maintenance and Operation (Continued)

D4 10 Major Renovation Projects

Service Center level projects required to replace major building system and components, in kind, due to routine wear and tear.

Work Operation Code

7950 Major Renovation - Design

7955 Major Renovation - Construction

D4 20 Program Support

Salaries, equipment, travel for Service Center and Regional Facilities Staff, and MIS staff assigned to Facilities Management Information Systems.

Work Operation Code

7001 Capital Facilities Program Support D3/D4

7002 Capital Facilities Program Training D3/D4

7003 Travel Time (over 1/2 hour) D3/D4

7004 State Force Supervision / Inspection D3/D4

D5 Operations Management and Support

To be used for all overhead costs associated with the Operations Division in OSC and the Regions.

Limited by allocations, expenditures will include salaries, wages, fringe benefits, travel expenses, materials, supplies and other expenses of the positions having the working titles such as those listed below:

Olympia Service Center (OSC) — Assistant Secretary for Operations and secretary, Resource Manager, Resource Management Office permanent staff, Chief Construction Engineer and Secretary, Construction Engineer Roadway, Construction Engineer Bridge, Construction Engineer Administration, Specifications Engineer, Pre-Contract Administration Manager, and Administrative Assistant, Architectural Supervisor, Architect 2, Director of Technology Applications, Director of Urban Mobility Office and Administrative Assistant.

Regions — Regional Operations Engineer.

Note: In NW Region only, additional region positions are the Assistant Operations Engineer, Operations Administrative Assistant.

Note: FTE's are controlled by specific position in OSC and in the Regions. OSC and Region positions will charge full-time to D5.

D5 01 Management and Support

Work Operation Code

0728 Operations Administration

0740 CTR Administration

0741 CTR Administrative Expenses

To include such items as light refreshments for meetings & conferences; and program promotional expenditures, travel, data processing costs, and incidental office supplies.

0791 Redistribution of Office Supplies and Telephone

D5 Operations Management and Support (Continued)

D5 02 Commute Trip Reduction Incentive Programs & Awards

Work Operation Code

0742 Incentive Awards

0743 Guaranteed Ride Home - Contracted

0744 Guaranteed Ride Home - Employee Reimbursement

0745 Vanpool Subsidy - Contracted

0746 Vanpool Subsidy - Employee Reimbursement

0747 Transit Pass Subsidy - Contracted

0748 Transit Pass Subsidy - Employee Reimbursement

0749 Parking/Walking/Bicycling/Ride Share- Subsidies

0751 Promotional Expenses

0752 Commuter Bonus - Vanpool

0753 Commuter Bonus - Transit

D5 04 Architectural (Architectural Use Only)

Work Operation Code

0727 Architectural Administration

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PROGRAM SUMMARY AND TITLE

E1 OPERATIONS TRANSPORTATION EQUIPMENT FUND

Operations Transportation Equipment Fund (OTEF) provides the department's operating programs with job ready, reliable, well-maintained, and fueled vehicles and equipment; and radio communications; at the lowest possible cost; so that they may accomplish their services to the public in a safe, timely, and cost-effective manner.

This section provides guidance for recording OTEF transactions, including payment of salaries, program infrastructure costs, services, and costs to purchase, maintain, repair, and replace the rental equipment necessary to the department's operating and proprietary programs. OTEF equipment classes and corresponding nomenclature are:

<i>Class</i>	<i>Nomenclature</i>	<i>Class</i>	<i>Nomenclature</i>
1	Passenger Carrying Vehicles	19	Asphalt Equipment
2	Light Cargo Carrying Vehicles	20	Other Self-Propelled Equipment
4	Light Vehicles W/ Special Bodies	21	Other Non Self-Propelled Equipment
5	Pickup Trucks	22	Snow Blowers
6	Dump Trucks	23	Other Snow Removal Equipment
7	Manlifts & Digger Derricks	24	Radios
8	Trucks; W/ Special Body	25	Power Generators
9	Trucks; Tractor	26	Reproduction Equipment
10	Trailers	27	Geographic Service Equipment
11	Graders	29	Engineering Equipment
12	Cranes / Shovels	30	Van Pool Vehicles
13	Front Loaders	40	Materails Laboratory Equipment
14	Rollers	41	Materails Laboratory Equipment
15-A	Self Propelled, Pickup Sweepers	42	Materails Laboratory Equipment
15-B	Towed and Non-Pickup Sweepers	43	Materails Laboratory Equipment
16	Tractors; Crawler / Dozer	60	Other Major Equipment (Copiers)
17	Tractors; Loader / Mower	66	Fuel Sites
18	Mowing Attachments; Towed	77	OTEF Office and Shop Equipment

E1 Operations Transportation Equipment Fund (Continued)

E1 01 Service Equipment

Equipment Purchases Work Operation Codes. Payment **cannot** be made on equipment in trains "O" status (equivalent to the Fleet and Equipment Management System (FEMS) "B" status.) These Work Operation Codes require an equipment number entry for TRAINS processing.

8001 Purchase Rental Equipment - \$5,000 or More

Rental equipment with a total inventory value (in service cost) of \$5,000 or more -- after taxes and costs of outfitting and preparation for service are added to the base purchase price. Must be recorded to object code JC01 and posted to balance sheet E220.

8002 Donated Rental Equipment (Contributed Capital)

Note : Use for donated equipment with a fair market value of \$5,000 or over. A TRAINS XJ document needs to be processed, debiting Balance Sheet account E220, and crediting Balance Sheet Account 9300.

8003 Cost of outfitting and preparing equipment for initial service

Rental equipment being outfitted and prepared for initial service, using labor, equipment and materials. Used when OTEF prepares equipment for service.

8004 Purchase Rental Equipment - less than \$5,000

Rental equipment with a total inventory value (in service cost) of less than \$5,000, -- after taxes and costs of outfitting and preparation for service are added to the base purchase price. Must be recorded to object code EQ 04. Does not require a balance sheet entry.

8015 Purchase Office and Shop Equipment - \$5,000 or more

Equipment used by OTEF staff in the normal operation of business and is not rented. Must be recorded to object code JC01 and posted to balance sheet E220.

8017 Purchase Office and Shop Equipment - less than \$5,000

Equipment used by OTEF staff in the normal operation of business and is not rented. Must be recorded to object code EQ 04. Does not require a balance sheet entry.

E1 Operations Transportation Equipment Fund (Continued)

E1 01 Service Equipment

Revenue Work Operation Codes.

8040 Equipment Rent from WSDOT (Accounts Receivable) (debit)

8050 Accrued Revenue from WSDOT (Non-OTEF) (credit)

8053 Accrued Revenue from Others, all Classes

8056 Sale of Fuel to WSDOT

8057 Sale of Fuel to Others

8058 Sundry Sales to WSDOT

8059 Sundry Sales to Others

Maintenance of Equipment Work Operation Codes. These Work Operation Codes cannot be posted to equipment in 'On Order' or 'Disposed-Final' inventory status.

8126 Repairs to OTEF equipment with OTEF labor

Detail labor is maintained in the Fleet and Equipment Management System.

8127 Direct expenses to OTEF rental equipment

for outside repairs, parts, services, and/or labor.

8130 Fees, Certification, or License Costs for Class 66 Fuel Stations

8450 Fuel Issues to OTEF Equipment

Note: Must be processed through the Automated Fuel System. These transactions may not be directly entered into TRAINS

8470 Consumable Inventory Issues to OTEF Equipment

Note: Must be processed through the Fleet and Equipment Management System. These transactions may not be directly entered into TRAINS.

Operating Overhead Work Operation Codes.

8205 OTEF Mechanics Tool Allowance

To record annual OTEF Employees tool allowance reimbursement as prescribed in Directive 73-55. Use with object EA 01.

8206 Bench Stock

To record bench stock purchases. Use with object ES 71.

E1 Operations Transportation Equipment Fund (Continued)

E1 01 Service Equipment

Operating Overhead Work Operation Codes (Continued)

8207 Shop Steward Activities

8208 Technical Training

Time charged by all personnel attending any formally organized learning session conducted by an instructor for the purpose of increasing technical job-related skills.

8209 General Training

First Aid, Q2000, Safety, etceteras.

8210 Conference/Meetings

8211 Regional OTEF Administration (Non-labor)

These are the costs of equipment, supplies and facilities rent for the OTEF staff (not labor). Also includes repair of non capitalized and minor capital equipment assigned to OTEF organization code(s).

8212 Regional OTEF Administration Labor

These are the costs for the regional administrative office personnel, shop supervisor, parts specialists , and other non-direct labor charges.

8213 Registration and Licensing Fees

paid to Other Agencies for Class 1-23 and 25 equipment.

8214 Purchase of Lubricating Oils

single and multi-grade 10W through 20W50.

8215 Purchase of Lubricating Gear Oils, 50W through 120W.

8216 Purchase of Hydraulic Fluids:

Does not include Lubricating oil purchased for use in hydraulic systems.

8217 Purchase of Antifreeze used in automotive equipment

8218 Other Lubricating Fluids and Oils

Includes Brake Fluid Windshield Washer Fluid, Breakfree, etceteras.

8219 Disposal of Hazardous Material

8220 OTEF intra-fund service equipment rent (less radio and fuel)

Rent OTEF pays itself when using Classes 1 - 23, and 25 equipment.

E1 Operations Transportation Equipment Fund (Continued)

E1 01 Service Equipment

Operating Overhead Work Operation Codes (Continued)

- 8221 OTEF intra-fund radio equipment rent**
Rent OTEF pays itself when using Class 24 equipment.
- 8256 Fees, Certification, and License Costs for Class 24 equipment**
- 8257 Telephone, Lease Line Costs, and Microwave Circuit Costs**
These are costs paid to a vendor providing lines and circuits for Class 24 equipment. Payments to WSP are recorded under work op 8258.
- 8258 Microwave Circuit Costs paid to Washington State Patrol**
These are the fee's paid by organization code 345140 to WSP for services.
- 8280 OTEF intra-fund fuel system equipment rent**
Rent OTEF pays itself when using Class 66 equipment.
- 8283 Fuel site cleanup cost when no equipment number is available**
(tank pulled & disposed of, no replacement; site requires cleanup)
- 8451 Fuel Issues -- OTEF Overhead Expense**
To record fuel purchases for non-equipment number OTEF shop equipment
Note: Must be processed through the Automated Fuel System. These transactions may not be directly entered into TRAINS.

Administrative Overhead Work Operation Codes.

- 0791 Redistribution of Office Supplies & Telephone**
This work op is used by CTR to redistribute a portion of their operating costs back to OTEF, which results in being further redistributed to the operating programs in the form of increased rental rates to cover these costs.
- 8317 OTEF Program Administration**
These are the costs of labor, equipment, supplies, and rent for the program administration office. Includes Equipment Superintendents labor.
- 8318 OTEF Radio Administration**
These are the costs of labor, equipment, supplies and facilities rent for the OTEF radio administration staff in organization code 345140.
- 8319 Interest Payment on Lease Agreements**

E1 Operations Transportation Equipment Fund (Continued)

E1 01 Service Equipment

Operating Overhead Work Operation Codes (Continued)

8320 Payments for Equipment Disposal Services

These are fees paid to the Office of State Procurement for services provided in disposing of OTEF equipment.

8321 PAF Fees Paid Directly to General Administration Amounts paid at the OSC to the Department of General Administration for Purchasing Administrative Fees.

8322 Tort Claims Payments These are payments made at the Olympia Service Center (OSC) to the Department of General Administration - Risk Management Division, for administrative charges incurred during Tort Claim investigations. This work op is used with object code ER 14.

Work in Progress Work Operation Code.

8335 Contracts in Process

This is for payments to contractors for fuel site construction, which will be cleared to an asset at a later date in a lump sum. Code to balance sheet 2410.

Reimbursable Work Operation Codes.

8341 Reimbursable Work Done For Other Governmental Entities Costs incurred as a result of performing repairs or providing services to others. This work op should lead to reimbursable income through revenue source code 0450-04.

8350 Intra-Agency Reimbursable Charges to WSDOT equipment user organizations; for damages to equipment resulting from abuse / negligence, non-funded equipment upgrades and modifications beyond the scope of preparing a unit for service, and all other non-OTEF related work such as sign fabrication, bridge parts fabrication, etc.. These costs should result in reimbursable income through revenue source code 0450-01.

8351 External Third Party Damages (Tort Claims) Reimbursable (HA - HG Job Numbers) Costs of repairing OTEF equipment damaged by a third party. These costs are processed through the Tort Claims Office. Tort Claims then provides recouped reimbursable income through revenue source code 0450-02.

8356 Reimbursable Warranty Claim Work Costs incurred as a result of repairing equipment that is still under vendor or manufacturer warranty. These costs should result in reimbursable income through revenue source code 0450-05.

8360 Cost of Goods Sold -Fuel - Sold From OTEF Inventory These costs should result in reimbursable income through revenue source code 0450-03.

E1 Operations Transportation Equipment Fund (Continued)

E1 01 Service Equipment

Depreciation Expense of OTEF Equipment and other Non-Cash Expenses Work Operation Codes.

8098 Accrued Expense -- Estimated Leave Payable (OSC Only)

8401 Depreciation of Equipment

This is a system generated expense based on the expected life of the Class and Sub Class of the equipment, as established in the Equipment Manual. The Object Code is WA 01.

8408 Accounts Receivable Bad Debt Expense

8411 Accumulated Depreciation of all Classes

This is a system generated credit offset to the current month depreciation expense which is a contra asset account (General Ledger E250) for the lifetime accumulation for each piece of equipment.

Disposal of Assets Work Operation Codes. A Property Disposal Form (Form SF-267) is required to dispose of all State owned property regardless of value.

8420 Disposal of Equipment -- Asset Value

This is a Credit entry against the asset account to write off the value of the equipment and will reduce the account balance for the disposal of a specific piece of equipment.

8430 Disposal of Lifetime Accumulated Depreciation of FEMS equipment.

This is a Debit entry against the contra asset account to write off the lifetime depreciation of an asset and reduce the account balance for the disposal for a specific piece of equipment.

8440 Disposal of Contributed Equipment

Use these work operation code with Balance Sheet Account E220 to write off (credit) the asset value of the donated asset. The offsetting debit is to Contributed Capital, Balance Sheet Account 9300. To write off any accumulated depreciation, debit Balance Sheet Account E250 and credit Revenue Source Code 0418-01. The gain recognized on the disposal of contributed capital will always equal the amount of accumulated depreciation plus any proceeds received.

E1 Operations Transportation Equipment Fund (Continued)

E1 01 Service Equipment

Intra-Fund Equipment Rent (Non-Cash Revenue) Work Operation Code.

8375 Non-Cash Revenue to OTEF

This is the offsetting Credit entry to the Equipment Rental expense which was charged to OTEF when using rental equipment

Inventory Work Operation Codes.

8460 Fuel Purchases, Issues and Adjustments

Used in conjunction with fuel purchase object codes (ES 08, ES 66, ES 67 and ES 68), fuel issues object codes (ES 08, ES 66, ES 67 and ES 68) and inventory adjustment object code EA 18. Used to record inventory adjustments due to obsolescence or value differences, overages and shortages of inventory.

8461 Fuel Inventory Expense

This is the offset to the adjustments listed above (except transfers).

8465 Fuel Vendor Warrant Issue (Vendor Payments)

Use the order number on the voucher payment record, no object, and Balance Sheet account I501.

8490 Consumable Inventory Purchases, Issues and Adjustments

Used in conjunction with OTEF repair parts inventory object code ES 71 and inventory adjustment object code EA 18. Used to record inventory adjustments due to obsolescence or value differences, overages and shortages of inventory

8491 Consumable Inventory Expense

This is the offset to the adjustments listed above (except transfers).

8495 Consumable Inventory Vendor Warrant Issue (Vendor Payment)

Note: Use the order number on the voucher payment record, *no object, and Balance Sheet Account I500.*

E1 Operations Transportation Equipment Fund (Continued)

E1 07 Van Pool Program Services

Provides for the purchasing, repairing, renting, disposing of Class 30 equipment.

Class 30 Equipment Purchases

Payment cannot be made on equipment in TRAINS "O" status (equivalent to the Fleet and Equipment Management System (FEMS) "B" status.) These work operation codes require an equipment number entry for TRAINS processing.

Work Operation Code

8551 Purchase Class 30 (Van Pool) Equipment

To record the purchase of Class 30 equipment . Record to object code JC 01 and post ot balance sheet E220.

8552 Donated Class 30 (Van Pool) Equipment

To record donated Class 30 equipment with a fair market value of \$5,000 or more. A TRAINS XJ document must be processed, debit balance sheet account E220, and credit balance sheet account 9300.

8553 Cost of Betterment's, Preparation for Service, Cost of Outfitting

Rental equipment may be modified using labor, equipment, and materials. This Work Op is used when WSDOT staff upgrades or prepares equipment prior to placing it into an active status.

OTEF Revenue

Work Operation Code

8554 Equipment Rental

These transactions are the billings to organizations outside the WSDOT labor distribution system.

E1 Operations Transportation Equipment Fund (Continued)

E1 07 Van Pool Program Services (Continued)

OTEF Maintenance

Maintenance of Equipment Class 30

Work Operation Code

8652 Maintenance — Operating

This Work Operation code is a Debit to expense which requires a valid OTEF equipment number. The status of the equipment must not be on order or disposed. Costs incurred in the maintenance of equipment. Third party work performed to Calibrate, Clean, Refurbish, etc.

Depreciation Expense

Depreciation Expense of Class 30 Equipment

Work Operation Code

8751 Depreciation of Class 30

This is a system generated expense based on the expected life of the class and sub-class of equipment as established in the Equipment manual.

Accumulated Depreciation

Accumulated Depreciation of Class 30 Equipment

Work Operation Code

8752 Accumulated Depreciation of Class 30

This is a system generated credit offset to the current month depreciation expense which is a contra asset account for the lifetime accumulation for each piece of equipment.

E1 Operations Transportation Equipment Fund (Continued)

E1 07 Van Pool Program Services (Continued)

Disposal of Assets

Fleet and Equipment Management System Asset Value

Work Operation Code

8753 Disposal of Equipment Asset Value Class 30 (Credit)

This is a credit entry against the asset account to write off the value of the equipment and will reduce the account balance for the disposal of a specific piece of equipment. A property disposal form (SF267A) is required to dispose of this equipment.

Disposal of Assets — Accumulated Depreciation

Equipment System Accumulated Depreciation

Work Operation Code

8754 Disposal of Life Accumulated Depreciation of Class 30 (Debit)

This is a Debit entry against the contra asset account to write off the lifetime depreciation of an asset and reduce the account balance for the disposal of a specific piece of equipment.

Disposal of Contributed Capital Assets

Value of Asset Being Disposed

Work Operation Code

8755 Disposal of Contributed Equipment Class 30

This is a Debit entry against the Contributed Capital account to write off the value of the asset which was originally donated to the Fund.

End

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PROGRAM SUMMARY AND TITLE

E Transportation Equipment Fund(TEF)

E2 MANAGEMENT INFORMATION SERVICES (MIS)

Management Information Services (MIS) provides information technology infrastructure and services to the Department. MIS operations include acquiring and operating central data processing equipment; acquiring and servicing microcomputers (including hardware, software, servers and related support equipment); Telecommunications equipment and lines, PBX and Video systems and developing, maintaining, and providing technical support for information systems.

E2 Management Information Services (MIS)

E2 01 Management Information Services (MIS)

E2 Management Information Services (MIS)

E2 01 Management Information Services (MIS)

Work Operation Code

8098 Accrued Expense - Estimated Leave Payable (OSC Only)

8810 Purchase Mainframe and Components (See Note)

Purchase of mainframe hardware, software and peripherals.

8820 Purchase of Video System Components (See Note)

Purchase of equipment and supplies that form the physical portion of a video network. Including, but not limited to, multi-point control units, tripod cameras, monitors, overhead projector systems, desk top units, software, cables and power supplies.

8825 Purchase PBX Equipment (See Note)

Purchase of equipment and supplies that form the physical portion of a PBX system. Including, but not limited, to the main processor, telephones, cabling, UPS, and conversants.

8830 Purchase Major Network Components (See Note)

Purchase of equipment and supplies that form the physical portion of a communications network. Including, but not limited to cables, fibers, terminators, bridges, routers, multiplexors, muxs, cabinets, racks and other elements.

8835 Purchase of Servers (See Note)

These purchases include, but are not limited to, a server process controller (CPU), monitor, keyboard, and may include tape or disk back up unit(s), network interface card(s), CD-ROM(s), software, cabling, uninterruptible power supply (UPS), cabinet, and other internal/external components physically attached to the frame.

E2 Management Information Services (MIS) (Continued)

E2 01 Management Information Services (MIS) (Continued)

Work Operation Code

8840 Purchase Micro Components (See Note)

Purchase of Microcomputer CPU's, monitors, system cards, expansion interfaces and other components included in a configuration.

Note: If less than \$5,000, use objects EQ06 for hardware and EQ07 for software, no balance sheet account. If \$5,000 or greater, use object JC03 and balance sheet account E240.

8841 Donated IT Equipment (Contributed Capital)

Use for donated equipment with a fair market value of \$5,000 or more. A TRAINS JV needs to be processed debiting balance sheet account E240 and crediting balance sheet account 9300.

8850 Purchase of Minor Capital Equipment - \$5,000 or more

Includes purchases of copiers, rotary files and other office equipment with a cost of \$5,000 or more. Each transaction is required to have a Minor Capital basic inventory form. (Use object JC01 and balance sheet account E230.)

8860 MIS Billing (Debit)

8865 Equipment Advance Payment-Recognized Revenue (credit)

This is used to move amounts paid in advance for equipment rental to current income. The amounts to be recognized are calculated based on the depreciable life of the equipment.

8960 MIS Director and Staff Administration

Used to accumulate all expenses directly related to MIS Staff including labor, travel, supplies and materials, etc..

8961 Training

Used to accumulate hours spent and labor costs related to training for billable staff.

E2 Management Information Services (MIS) (Continued)

E2 01 Management Information Services (MIS) (Continued)

Work Operation Code

8962 Application Administration

Used to track hours that billable staff spend doing administrative tasks.

8965 Region and OSC IT Support Staff

Used to accumulate all expenses directly related to Region and OSC IT Support Staff (everyone not assigned to a 317 org code) including labor, travel, and supplies and materials, etc..

8967 Non Capital Customer Purchased IT Equipment, Repairs, & Maintenance

This is to be used to do customer purchased IT equipment, software, repairs and maintenance charged to the customer's E2 work order funded by S7 and within the guidance of Chapter 2 of the Purchasing Manual. (Refer M72-80 & ID 17-84)

8968 MIS Capital Purchases pending posting to NETMAN

This Work Operation Code is used to accumulate charges which will be for the purchase of equipment configurations due to a delay in coordinating with various documents required for fixed assets or components not yet configured for posting to NETMAN. Transfers must be completed in the next month's accounting cycle.
Use Balance Sheet Account 2410.

8975 Intra-Fund Services and Equipment Rental

(Expense Credit in lieu of revenue)

This is the offsetting Credit entry to the services and equipment rental expense which was charged to E1(TEF). Use Object Code TZ16.

8980 IT Equipment Depreciation Expense

This is a system generated expense based on the expected life of the equipment as established in the NETMAN System.

8981 Depreciation of Minor Capital

This is depreciation expense based on the expected life of the commodity code of the item in the Minor Capital System.

E2 Management Information Services (MIS) (Continued)

E2 01 Management Information Services (MIS) (Continued)

Work Operation Code

8986 Accumulated Depreciation of Minor Capital

This is a system generated credit offset to the depreciation expense for minor capital.

8917 Disposal of IT Equipment Life Accumulated Depreciation

This is the debit entry to write off the lifetime depreciation of an asset and reduce the account balance for the disposal of a specific piece of IT equipment.

8919 Disposal of IT Equipment Asset Value

This is a credit entry to write off the value of a specific piece of IT equipment. The status of the equipment in NETMAN must be changed to removed "RM" so that the NETMAN total assets will balance with TRAINS.

8957 Disposal of Minor Capital Life Accumulated Depreciation

This is the debit entry to write off the lifetime depreciation of an asset and reduce the account balance for the disposal of a specific piece of capitalized equipment in the Minor Capital System.

8959 Disposal of Minor Capital Asset Value

This is a credit entry to write off the value of a specific piece of capitalized equipment in the Minor Capital System. This entry helps complete the disposal process and reduces the total asset value reported to TARTS.

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PROGRAM SUMMARY AND TITLE

F AVIATION

The Aviation program supports a number of aviation services, including conducting search and rescue operations, providing technical and financial aid to local public use airports, registering pilots and aircraft, managing the state owned or operated airports and assisting local governments, the aviation community and the general public to comply with federal and state aviation requirements.

F1 Aviation Management & Support

F1 01 Management & Support

F2 Local Airport Aid

F2 01 Local Airport Aid

F3 State Airport Construction & Maintenance

F3 01 State Airport Construction & Maintenance

F4 Search and Rescue

F4 01 Search and Rescue

F5 Aviation Planning, Advocacy, and Encroachment

F5 01 Aviation Planning, Advocacy, and Encroachment

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F1 Aviation Management and Support

Provides oversight for all state governmental aviation activities, enforcement of aviation laws in coordination with the Federal Aviation Administration (FAA), and coordination of aviation efforts under the Growth Management Act. Other responsibilities include the supply of information on air transportation issues for governmental agencies and the general public. Registration of aircraft and resident pilots, licensing aircraft dealers in Washington state and inspecting local public airports are included in the activities of this subprogram.

F1 01 Management and Support

Work Operation Code

0601 Aviation Administration

F2 Local Airport Aid

Provides state grant and technical assistance to municipalities for construction, improvements and repair of local use airports that are ineligible or are not likely to receive federal funding. The projects include lighting, runway paving, resurfacing, visual aids, crack sealing and painting.

F2 01 Local Airport Aid

Work Operation Code

0602 Aviation Facilities Aid

F3 State Airport Construction and Maintenance

Provides for the preservation, maintenance, and improvements of the state owned or operated airports. These airports are primarily maintained for emergency purposes and are in more remote areas of the state.

F3 01 State Airport Construction

Work Operation Code

0603 State Airport Construction & Maintenance

F4 Search and Rescue

Provides coordination and participation in aviation search and rescue missions to locate overdue and missing aircraft, and to silence inadvertently activated emergency transmitters. Aviation division staff also conduct education classes and seminars to maintain an effective volunteer search and rescue force and provide search and accident prevention information to Washington state pilots.

F4 01 Search and Rescue

Work Operation Code

0604 Air Safety and Training & Search and Rescue

F5 Aviation Planning, Advocacy, and Encroachment

Provides staff to design and monitor the State Continuous Airport System Planning effort which assures an integrated aviation system for the state. The staff also integrates the state system with the Federal Aviation Administration national airport system. The integrated system includes items such as a coordinated hospital heliport system, coordinated intermodal transportation system, and location of airports which results in ease of access. Staff also provide technical assistance to local land use agencies on airport encroachment and assist local communities in developing their aviation comprehensive plans.

F5 01 Aviation Planning, Advocacy, and Encroachment

Work Operation Code

0605 Aviation Planning, Advocacy, and Encroachment

end

PROGRAM SUMMARY AND TITLE

I IMPROVEMENTS

The Improvements program includes projects that increase highway capacity to move more vehicles, correct highway safety deficiencies, improve the movement of freight goods, and reduce the impact of highway construction projects on the environment.

I1 Mobility Improvements

Provides for improved mobility of people and goods on the state highway system. Including construction of HOV Lanes, Urban Bicycle connections and other capacity increase and efficiency improvements.

I2 Safety Improvements

Provides for safety improvements to the state highway system including projects intended to reduce accidents at identified locations and to reduce the risk of accidents occurring along identified corridors.

I3 Economic Initiatives Improvements

Provides for economic improvement to the state highway system including completion of the four lane trunk system, upgrade of pavements to all weather road status, construction of new rest areas, replacement of bridges with inadequate vertical clearance, widening of highway shoulders to provide bicycle touring routes and scenic highway improvements.

I4 Environmental Retrofit Improvements

Provides environmental improvements to the highway system including retrofit of existing storm water systems, removal of identified fish barriers, noise reduction and air quality improvement projects.

I6 Regional Transit Authority Improvements

The Regional Transit Authority sub program is to account for improvements to the state highway system reimbursed 100 percent by the Regional Transit Authority.

I7 SR 16 Tacoma Narrows Bridge Project

This program established to record the activity associated with the Tacoma Narrows Bridge project.

<i>Work Operation Range</i>	<i>0100</i>	<i>0199</i>
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<i>Work Operation Range</i>	<i>0200</i>	<i>0299</i>
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<i>Work Operation Range</i>	<i>0300</i>	<i>0399</i>
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<i>Work Operation Range</i>	<i>0400</i>	<i>0499</i>
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<i>Work Operation Range</i>	<i>0800</i>	<i>0899</i>
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Note: For charges other than group 60 (Construction Engineering) or group 70 (Preliminary Engineering), refer to the Job Number (Work Order/Group) for control section requirements. Using Group 60 or group 70 does not require a control section because of the engineering split on the CSPA table. For Right of Way acquisitions (Group Category 07) refer to the Job Number (Work Order/Group) for parcel number.

PROGRAM SUMMARY AND TITLE

P PRESERVATION

The Preservation program includes projects that maintain the structural integrity of the existing highway system including roadway pavements, safety features, bridges, and other structures/facilities.

P1 Roadway Preservation

Provides for preservation of the state highway system pavements and restoration of existing safety features.

P2 Structures Preservation

Provides for preservation of the structural and operating integrity of the state highway bridges including replacement of existing deficient bridges and modifications to reduce the risk of naturally caused catastrophic bridge failures.

P3 Other Facilities Improvements

Provides for preservation of other state highway facilities including rest areas, weigh stations, stabilization of unstable slopes, Construction program support activities and rehabilitation of Major Drainage and Electrical Systems.

Px 01 Preliminary Engineering

<i>Work Operation Range</i>	<i>0100</i>	<i>0199</i>
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Px 02 Right of Way

<i>Work Operation Range</i>	<i>0200</i>	<i>0299</i>
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Px 03 Construction Engineering

<i>Work Operation Range</i>	<i>0300</i>	<i>0399</i>
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Px 04 Construction

<i>Work Operation Range</i>	<i>0400</i>	<i>0499</i>
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Note: For charges other than group 60 (Construction Engineering) or group 70, (Preliminary Engineering), refer to the Job Number (Work Order/Group) for control section requirements. Using Group 60 or group 70 does not require a control section because of the engineering split on the CSPA table. For Right of Way acquisitions (Group Category 07) refer to the Job Number (Work Order/Group) for parcel number.

Preliminary Engineering

The work of locating and designing, making surveys and maps, sinking test holes, making foundation investigations, preparing plans, specifications and estimates, center line, Right of Way and incidental construction staking (to the extent such staking is necessary to review construction plans), and related general engineering preparatory to the letting of a contract for construction.

The work may also include traffic counts, studies undertaken to determine traffic demands, holding of public hearings, **preparation** of Right of Way cost estimates, **but not including the appraisal of individual parcels for acquisition purposes**, legal and other costs incidental to the location and design of a highway project as necessary for the future acquisition of the Right of Way.

These engineering costs are generally incurred prior to the date of construction, PS&E approval, or the date construction plan changes are completed prior to the beginning of construction. Approval to proceed with this work is signified by the establishment of a Job Number (work Order/Group) with an "OL" "RL" or "SL" prefix.

Work time and other related costs of preliminary engineering work orders will normally be reported by group 70. Group 70 eliminates the use of control section but must be authorized on the WORD table in TRAINS, and the CSPA table in TRAINS must have 100% engineering split percentage assigned and open. When there are too many control sections to distribute automatically, via group 70, group 01 (through 59) will be set up and use of a control section will be necessary.

Charges to a payable agreement (non-WSDOT labor) will be by group 01 through 59.

Check the WONT table (in TRAINS) for valid sub programs for these Work Operation Codes.

Work Operation Code

0101 General Project Management

Work in support of a preliminary engineering work order. May involve items not generally attributable to direct production of the work order such as supervision, general office operation, correspondence, filing, equipment and office maintenance, computer charges, on job instruction, and conferences (i.e. meeting with Local Agency, etc.)

0102 Travel To & From the Office to the Job Site

Time charged against a preliminary engineering work order for travel between duty station and work site, and travel between work sites. **In 30 minute increments.**

Preliminary Engineering (Continued)

Work Operation Code

0103 Training

Time and other costs charged by all personnel attending any formally organized conference or learning session (**training has a class code.**) Includes travel time to and from training sites.

0104 Project Definition / Scoping

The work in gathering and preparing all data for the project definition/scoping process. This includes the preparation of the Project Estimate, Project Summary, Design Decision Summary, and Environmental Review Summary. Also included is the preparation of the project cost benefit analysis to be used in the prioritization and selection process. All work in this Work Operation Code precedes the programming of the project.

0105 Early Environmental Scoping

All work necessary to obtain input and information concerning environmental resources and possible affects/impacts of proposed projects. Includes field studies, and consultation and coordination with state and federal resource and regulatory agencies, local governments, tribes, and the public throughout the planning and project definition processes. Also includes preparation of the Draft Environmental Review Summary forms; conducting the Biennial Project Review meetings; and preparation of the Final Environmental Review Summary forms.

0106 Traffic and Accident Data

The work involved in gathering and preparing traffic and accident data for preparation of the design document. Includes collection of field data, preparation of maps, coordination of studies, and traffic data analysis.

0108 Consultant Selection / Agreement

The recommendation by the Regional Administrator or an Assistant Secretary that a consultant be used to produce all, or a portion of, a preliminary engineering project. Includes all work involved in the general management of Consultant Agreements by the **Consultant Liaison Office**, including negotiations, agreement and supplement requests, writing and reviewing work scopes, invoice processing, meetings with consultants, submittal reviews, compliance reviews, and other services offered to the consultant and to the state as related to consultants. (Does not include design document or PS&E review.)

Preliminary Engineering (Continued)

Work Operation Code

0110 Prepare Environmental Document

All work involved in the gathering of information necessary for preparation and circulation of the environmental document. Includes the organization of an interdisciplinary team, development of a study plan, meetings of the interdisciplinary team and preparation of the resulting information. Also involves studies and field surveying for documentation of social, economic, and environmental influences of the project such as, but not limited to: air, noise, wetlands, banking sites or water quality studies; compilation of data, reviews, and printing of the environmental document.

0112 Base Map Preparation / Photogrammetry - Design Document

Preparation of the base map to depict preliminary property ownership lines, preliminary alignments, and Right of Way boundaries. Includes fieldwork, and any photogrammetric products required to develop the base map for the design document. Work involved in developing the base map beyond the design stage should be charged to Work Operation Code 0140 — Develop Base Map/Right of Way Plans - PS&E. All surveying work should be charged to Work Operation Code 0156 — Surveying.

0113 Design of Wetland Mitigation Site

Preparation of compensatory wetland mitigation projects from conceptual stage through PS&E. Includes development of reports and plans, negotiations with regulatory agencies, detailed site analysis (e.g. groundwater monitoring), pre-construction site surveys, and development of the PS&E.

0114 Design Document

The work involved in data preparation, documentation, compilation, and Regional review for the design document. Includes preliminary soils survey; special studies such as Right of Way for drainage ditches, channel changes, special slopes or slope treatment, railway shoofly's, climbing lanes, etc.; landscaping and erosion control proposals or plans; interchange alignments both horizontal and vertical; signing, illumination or signalization plans; and preparation of rest area, viewpoint or scalehouse plans and exhibits. Also includes preparation of the project quantity and cost estimates including those made by support organizations (e.g., Traffic, Utilities, Landscape, Real Estate, etc.).

0115 Value Engineering

All work necessary to conduct Value Engineering studies. Includes project selection, organization of a multidisciplinary team, development of a study plan, preparation, presentation, and evaluations of the resulting information.

Preliminary Engineering (Continued)

Work Operation Code

0116 Consultant / Local Agency Design Document Review

The review work performed by Olympia Service Center or Regional offices on a Design document package **prepared by non WSDOT personnel**. Includes plans review, environmental reviews and recommendations review.

0118 Pavement and Materials Investigation

The work necessary to produce the soils and materials portions of the design document and PS&E needed to determine the foundation and pavement requirements. Includes preliminary soils survey, resurfacing report, drilling, testing, analysis, documentation and writing of recommendations of existing route and pit materials. Work necessary to accomplish investigation or report for structures should be charged to Work Operation Code 0134 — Foundation Investigation / Design and Detail Structure.

0120 Design Hearing

The work involved in preparing materials for advertising, scheduling and holding design hearings. Includes gathering briefing and related reports, producing visual aids necessary to assist in depicting design alternatives, readying of the facilities, and documentation of the proceedings.

0122 Circulate Environmental Document and Respond to Comments

The circulation of the environmental document to agencies and the public, and response to their comments. Also preparation, review and approval of FEIS/4(f) and record of decision.

0124 Final Design Document

The preparation and subsequent approval of the design summary based on documentation previously acquired during the design phase and information received at the hearing. Includes review and preparation of hearing comments.

0126 Prepare And Issue Final Environmental Document

The preparation of the final environmental document including 4(f) report (if applicable) in accordance with federal and state laws and regulations.

0128 Department Approval - Corridor / Design

The final Department review and approval of the design summary, and submission of the final design summary and Environmental Impact Statement to FHWA. Includes coordination with FHWA to provide additional data as required.

Preliminary Engineering (Continued)

Work Operation Code

0130 Bridge or Structure Site Data

The preparation of bridge or structure site data for the project. Includes preparation of a bridge or structure site map, roadway sections, profiles, and the standard transmittal form. Surveying should be charged to Work Operation Code 0156 — Surveying.

0132 Preliminary Structure

The development and review of the preliminary bridge or special structure layouts by Olympia Service Center Bridge or Project Development and the Regions. Includes production of drawings, calculations and basic configuration of the planned structure, coordination with governmental agencies and railroads to obtain the necessary approvals and permits.

0134 Foundation Investigation / Design and Detail Structure

The detailed design of a bridge or structure. Includes gathering and analysis of sample cores in the structure vicinity and subsequent writing of the soils report for the structure, preparation of final drawings, specifications, special provisions, estimates, and assembly of the PS&E package for the bridge or structure.

0135 Consultant / Local Agency Structure PS&E Review

The review work performed by Olympia Service Center or Regional offices on preliminary or detailed structure layouts of designs **prepared by non WSDOT personnel**. Includes plans review and specification revisions.

0140 Develop Base Map / Right of Way Plans - PS&E

The work required to update the existing base map to a state suitable for use as PS&E plan/profile or Right of Way plan. Includes drafting of alignments, Right of Way lines, drainage and irrigation easements, ultimate and stage reconstruction plans for pits, quarries, stockpiles or waste sites and maps and plans for hardships or other special cases. Also includes title report work, calculation of areas, appraisal work, preparation, review, submission of relocation plans and Right of Way work order authorization.

0142 Earthwork / Drainage

All work required to develop earthwork including profile grades, computer earthwork runs, hand plotted cross sections and other earthwork calculations, and work required to prepare drainage data to be used for PS&E which consists of major drainage facilities, closed drainage systems, and a Olympia Service Center review of design of drainage. Also includes hydraulic design, calculations, computer runs, and quantity and cost calculations when design alternatives are proposed

Preliminary Engineering (Continued)

Work Operation Code

0144 Access Hearing and Findings

All activities involved in preparing for scheduling, and holding the public access hearing. Includes design and drafting of access plans and preparation of the access report, compilation of the pre-hearing packet, preparation of the access hearing plan, incorporating any changes to the access plans resulting from city/county meetings, and the preparation of the access hearing summary based on the results of the public hearing.

0146 Approve Right of Way Plans

The checking of Right of Way plans against technical standards for the project and the preparation of federal Right of Way agreements. Includes Olympia Service Center review, certification to FHWA, and FHWA approval.

0148 Other Agency Permits

The coordination with other government agencies to obtain necessary permits, approvals or franchises for construction.

0149 Access Management

Includes developing an inventory of existing access permits, establishing access management policies and review of access requests by planning and/or design personnel.

All charges for processing access permits shall be charged to Work Operation Code 1433 (Maintenance).

0150 Prepare PS&E

The computation and documentation of earthwork, surfacing, and paving quantities; preparation of drainage, field design (not requiring design by Bridge), and special design items (not covered by the standard plans) profiles, plans and structure notes; calculation of minor items such as guardrail, guide posts, monuments, fencing, slope protection, erosion control, etc.; and development of detours or temporary connections for the PS&E package.

Also includes contract plan drafting, except that drafting of signing, signalization, illumination, and landscape plans should be charged to either Work Operation Code 0152 or 0154.

0152 Signing, Illumination, Signalization

The preparation and review of the signing, illumination, and signalization on the project.

0154 Landscaping

The preparation and review of the project landscaping.

Preliminary Engineering (Continued)

Work Operation Code

0155 Compliance With Salmon ESA requirements

Determination of project effects on Endangered Species Act (ESA) for salmon and bull trout, and all work associated with bringing projects on AD and project in development to ESA compliance. This includes biological assessments and providing detention and treatment or storm water.

0156 Surveying

Surveying operations necessary to provide detailed field information for production of the plans, specifications, and estimates. Includes surveying operations to stake alignments, to locate and document all topography which will be added to location base maps, to establish and/or check the project data plane and install benchmarks, to measure and record ground configuration, and to develop pit, quarry, and waste site plans. Also includes Right of Way line staking, and field topography for site data.

0158 Agreements and Utility Plans

The design, plans, and engineering for construction agreements with utilities or railroads. Includes auditing of all agreements.

0160 Compile PS&E

The calculation and compilation of quantities, preparation of estimates, project specifications, amendments to the Standard Specifications, general special provisions, and special provisions for inclusion in the final PS&E package.

0162 Regional PS&E Review

The work performed by the Regional office on a PS&E package including reviews, preparation of details, specification writing, and preparing the package for submission to Olympia Service Center (Drafting charges should be charged to Work Operation Code 0150.)

0164 Pre-AD Review

An Olympia Service Center review of pre-PS&E documents and the PS&E within various Olympia Service Center units. Includes performance of the plans-in-hand inspection with FHWA, preparation of data for securing federal funds, and the subsequent approval to expend those funds for a project.

0166 Consultant / Local Agency PS&E Review

The review work performed by Olympia Service Center or Regional offices on a PS&E package **prepared by non WSDOT personnel**. Includes plans review and revisions, and specification revisions.

0168 Office Copy Review and Approval

The assembly, printing, and subsequent review and approval of the final PS&E documents, agreements, and office copy. Includes Regional, Olympia Service Center, and FHWA reviews.

Preliminary Engineering (Continued)

Work Operation Code

0193 Agreements

The work involved in making payments to individuals, companies, local agencies, utilities or railroads. This preliminary engineering work is done in accordance with agreements properly set up and identified on the Group Definition (GRUP) table in TRAINS as a payable group, group 01 through 59 (in Group Category 02) **never group 70.**

0199 Bid Period

The work involved in the advertisement of a work order and the preparation and assembly of any addenda required. Includes Olympia Service Center or Regional work in initialization of the addenda and Olympia Service Center or Regional work in preparing.

Right of Way

Payment for land or interest therein acquired for or devoted to transportation purposes. Includes payments for deeds; easements; permits; damages; cost to cure items; court awards; escrow fees; transfer costs; prepayment penalties; and statutory owner evaluation expenses. Also includes land and other site improvements.

Includes other court costs such as attorney fees, expert witness fees, appraisal fees and court awarded interest, filing fees, recording fees, and demand fees, etc., paid to county clerks. Also includes cost of title and ownership reports, advertising and state witness fees.

Includes purchase of land which is excess to the Department's needs. This property is carried as a real property inventory improvement pending disposition and is federal non participating.

Payment for relocation assistance for persons displaced due to purchase of improvements, land or interests therein acquired for or devoted to transportation purposes. Includes replacement housing payments; moving and related expense payments; and costs of professional services rendered to the State as required only by the State's operation processing on a displacement case basis including hearing examiner fees, court reporter fees, expert witness fees, building inspector fees, escrow fees, etc.

Acquisition costs charged to Groups 01 through 59 (Group Category 07) will be **reported by parcel number and control section.**

Agreement charges to Groups 01 through 59 (Group Category 02) will be by control section. Includes persons who evaluate ownership of property and/or property rights and are under contract to the Department.

Work time and other charges incurred and identified as incidental to the actual acquisition of Right of Way and chargeable to group(s) **80 through 89** (Group Category 08) will be reported by control section. Includes employees of WSDOT who evaluate ownership of property and/or property rights, or who negotiate with property owners for the sale of the property.

Check the Work Operation Number (WONT) table (in TRAINS) for valid sub programs for these Work Operation Codes.

Work Operation Code

0201 General Project Management

Work in support of a Right of Way work order. May involve items not generally attributable to direct production of the work order such as supervision, general office operation, correspondence, filing, equipment and office maintenance, computer charges, on job instruction, and conferences (Conducting title reviews and searches should be charged to Work Operation Code 0220.)

Right of Way (Continued)

Work Operation Code

0202 Travel To & From the Office to the Job Site

Time charged against a work order for travel between duty station and work site, and travel between work sites. **In 30 minute increments.**

0203 Training

Time and other costs charged by all personnel attending any formally organized conference or learning session (**training has a class code.**) Includes travel time to and from training sites.

0210 Inventory

The maintenance and management of the inventory of department-owned properties; also inspection of inventoried properties.

0211 Rentals

Preparation, monitoring, and management of Rental Agreements or Airspace Leases on department-owned property; also, maintenance of rental property.

0212 Sales

Sale or demolition of properties (real or personal), no longer needed for transportation purposes.

0220 Acquisition - Labor Costs

The negotiation with property owners, government agencies or railroads for acquisition of property. Also includes time spent conducting title reviews and title searches, and maintenance of acquisition status data (via REAMS). Certification of acquisition status for construction advertisement and contract award should be charged to Work Operation Code 0164 — Pre-Ad Review.

0221 Acquisition - Other Costs (report by parcel number.)

All non labor costs directly relating to a parcel number, including payments to title companies and land improvement acquisition costs. Use when reporting to **Groups 01 through 59** (in Group Category 07.)

Right of Way (Continued)

Work Operation Code

0222 Appraisal

The appraisal of parcels and the administration of real property appraisal functions including payments to contract fee appraisers. Cost estimates prior to RW work order funding should be charged to Work Operation Code 0140 — Develop Base Map/Right of Way Plans - PS&E.

0224 Appraisal Review

The review of all appraisals of real property and property rights to be acquired or sold and the establishment of an amount believed to be just compensation.

0225 Acquisition Of Wetland Mitigation Site

All work and costs involved in the selection and acquisition of property that will be used for wetland mitigation sites, including wetland banks and preservation areas. Includes in-office and onsite environmental assessment of potential sites, time spent conducting title reviews and title searches, and maintenance of acquisition status data (via REAMS). Also includes landowner and Realtor contacts, appraisals, negotiations, and the completion of the purchase process.

0230 Condemnation / Preparation / Trial

The work required to schedule and hold trials for property condemnations, to stake Right of Way and property boundaries for field review by jury, to update appraisals, prepare court exhibits and prepare for pre-trial conferences.

0240 Relocation - Labor Costs

The work required to prepare for and provide relocation assistance for eligible parties. (See Work Operation Code 0140 for relocation plan.)

0241 Relocation - Other Costs (report by parcel number.)

The reimbursement to individuals for relocation expenses and replacement housing. Use when reporting to **Groups 01 through 59** (in Group Category 07.)

0250 Right of Way Costs - Agreements (report by payable agreement.)

Payments to individuals, companies, local agencies, utilities, or railroads for Right of Way work done in accordance with agreements properly set up and identified on the Group Definition (GRUP) table in TRAINS as a payable group, **group 01 through 59** (in Group Category 02). **Never Groups 80 through 89**. Report by Payable Agreement and Phase.

Construction Engineering

The work of supervising construction activities, the inspection of construction and related mechanical aspects, e.g. staking necessary to review construction plans together with those staking activities necessary for WSDOT to control construction operations, testing of materials incorporated into construction, checking shop drawings, and measurements for the preparation of progress and final estimates. Construction engineering costs are generally incurred after the contract goes to bid and prior to:

1. The date of completion of the final contract pay estimate and its submission to the contractor.
2. The final date of charges for required material testing.

Work time and other related charges of the construction engineering phase on contracts (Contract prefix - 00, and TransAid prefix - TA or SA) will be reported using group 60, **except for payable agreement charges (non-WSDOT labor.)** Group 60 must be authorized on the Work Order Definition (WORD) table in TRAINS and the Control Section Parcel (CSPA) table must have 100% engineering split percentage assigned and open. When group 60 is used no control section is necessary.

Check the Work Operation Number (WONT) table (in TRAINS) for valid sub programs for these Work Operation Codes.

Work Operation Code

0301 General Project Management

Time required for general management, checking and oversight of the project. Normally allotted to the project manager, their designated assistant, Regional office supervisory personnel, and Olympia Service Center personnel in administering the project. Includes charges not attributable to direct production of the work item, such as general office operations, equipment and office maintenance, and computer charges.

0302 Travel To & From the Office to the Job Site

Time charged against a work order for travel between duty station and work site, and travel between work sites. **In 30 minute increments.**

0303 Training

Time charges by all personnel attending any formally organized conference or learning session (**training has a class code**). Includes travel time to and from training sites.

Construction Engineering (Continued)

Work Operation Code

0304 Equal Employment Opportunity and Minority Business Enterprise

Time charged by all personnel for EEO or MBE compliance reviews or other EEO or MBE activities connected with the project. This includes Region and Olympia Service Center personnel as well as project assigned personnel.

0309 General Office Functions

Office activities in the project engineer's office. Includes maintenance of Department employee time and personnel records, contractor payroll, and submittal checking in compliance with the Copeland Regulations and the Davis-Bacon Act, and any reviews conducted to assure compliance with statutes covering prevailing wages and hours of work on public works and on the job employee interviews.

0310 Surveying (Alignment, Elevation, X-Section, Slope Stake)

Surveying operations including: establishing or re-establishing Right of Way or center line staking from reference points; establishing and checking a system of benchmarks; staking, targeting and referencing for photogrammetric control; staking, and recording of ground configuration for roadway and borrow excavation, excavation below grade, embankment, stripping pits and quarries, stockpiles, ditch and channel excavation, etc.

0311 Surveying (Grade Control - Drainage/Sewer Installations; Subsurface, Surface, Paving)

Surveying activities such as staking and referencing, required for proper control of all subsurface drainage, including pipes, culverts, structural plate pipes, arches and underpasses, storm and sanitary sewer lines, manholes, grate inlets, catch basins, and headwalls. Surveying operations directly associated with establishing elevation control so that subgrade, surfacing and paving can be constructed in conformance with the roadway section and tolerance specification. Includes such surveying as staking and measuring of clearing and grubbing limits, staking field design modifications, staking of fencing, monuments, guardrail, curb, etc.

0312 Surveying (Structures)

All surveying operations directly associated with staking and referencing necessary for the proper control of alignment and grade for construction of bridges, over crossings, under crossings, pedestrian crossings, tunnels, abutment walls, retaining walls, and box culverts.

Construction Engineering (Continued)

Work Operation Code

0320 Working Drawings, Plan Checking, Data Preparation

Work involved in checking plans and working drawings for accuracy and sufficiency of detail (and making any necessary revisions) and in preparing grade sheets and notes by field personnel. An office engineering function where contract design data is reduced or extended to workable field use form, i.e., tabular form, working drawings, sketches, etc.

0321 Progress and Final Estimates and Records

An office engineering activity where properly documented and certified data upon which the project estimates for payment are based, is assembled, compiled, and catalogued as a permanent or semi-permanent job file. Also includes the progress and final estimates, "as-built" plans, and Materials Lab final documentation.

0322 Preparation of Change Orders

An engineering activity where contract features are modified due to design standard revisions, plan errors, contract changes, contractor's requests, etc.

0330 Inspection (Earthwork, Drainage, Surface and Paving)

All inspection necessary to ensure conformance of workmanship, methods, and procedures for clearing and grubbing, grading operations and affiliated work. Inspection of drainage features such as pipes, under drain pipes, culverts, structural plate pipes, arches and underpasses, storm and sanitary sewer lines, manholes, grate inlets, catch basins, ditches and channels, excluding materials and density testing. Inspection of: surface treatments, shoulder treatments, all classes of ACP, ATB, CTB, PCC pavement, unfinished cement concrete pavement, and untreated surfacing such as gravel base, ballast, top course, etc.

0331 Inspection (Structures)

All inspection necessary to ensure conformance of workmanship, methods, and procedures for construction of such features as retaining walls, box culverts, bridges, over crossings, under crossings, pedestrian crossings, tunnels, median barrier, cribbing, etc., excluding materials testing.

Construction Engineering (Continued)

Work Operation Code

0332 Inspection (General)

All inspection necessary to ensure and document conformance of workmanship, methods, and procedures of all features not classified as either surfacing, paving, structures, earthwork, or drainage. Involves such items as landscaping, rest areas, illumination, channelization, signal systems, signing, utilities, etc., excluding materials testing. Also includes the certification inspection of asphalt or concrete batch plant.

0333 Environmental (Inspection and Surveying)

All inspection and surveying necessary to ensure and document conformance of workmanship, methods, and procedures of all features involved in environmental activities connected with the project (e.g. hazardous waste removal, pollution control, etc.) Does not include inspection and surveying of wetland mitigation sites (refer to Work Operation Code 0334 — Inspection and Surveying of Wetland Mitigation Sites.)

0334 Inspection and Surveying of Wetland Mitigation Sites

All work for the construction phase of compensatory wetland mitigation projects. Includes all WSDOT inspection and consultation during site preparation, excavation, and planting. Includes development of as-built plans and final plant inspection at end of plant establishment period. Does not include biological monitoring of wetland mitigation sites or final delineation and survey to determine permit compliance.

0340 Testing (Earthwork, Surface and Paving, Drainage, Miscellaneous)

Testing at the plant or on the roadway on earthwork or aggregated production, untreated surfacing, treated bases (ATB & CTB), asphalt paving (all classes), cement concrete paving including unfinished concrete paving, and earthwork, etc. All testing necessary to ensure conformance with contract specifications on all features not classified as either paving, surfacing or structures. Involves testing on such items as earthwork and any other miscellaneous testing not mentioned above. Also includes all testing by regions and Olympia Service Center Materials Lab. and any other miscellaneous testing not mentioned above.

0341 Testing (Structures)

All testing at the plant or on the roadway for all structures. Includes slump tests, aggregate gradation, moisture determination, yield tests, air tests, cylinder fabrication, backfill gradation, moisture and density tests.

0350 Weighing, Dispatching, Receiving

Inspection duties involved in scale operations, preparation of tickets for documentation of materials, and receiving of tickets at the job site.

Construction Engineering (Continued)

Work Operation Code

0351 Field Measurement - Progress and Final

Interim and final measurement and recording required for progress and final estimate quantity determination.

0352 Force Account

Time required for coding of labor, equipment, material, preparation of rates, and assembling of any data necessary for documentation of force account work.

Inspection of force account work is to be charged to the appropriate Work Operation Code — 0330, 0331, 0332, 0333 OR 0334.

0361 Agreements - Construction Engineering

All work involved in the general management of Consultant Agreements related to construction services by the **Consultant Liaison Office**, including negotiations, agreement and supplement requests, invoice processing, DRB agreement management, meetings with consultants, submittal reviews, compliance reviews and other services offered to the consultants and to the state as related to consultants.

Construction

All expenditures for the construction phase (payments to prime contractor) will be made using the following Work Operation Codes. Work time and other related costs of construction phase costs on contracts and State Force projects will be reported from the field on the payroll and labor distribution time sheets by Job Number (Work Order/Group) and the appropriate construction phase Work Operation Code.

Check the Work Operation Number (WONT) table in TRAINS for valid sub programs for these Work Operation Codes.

Work Operation Code

0403 Training

Time charges by all personnel attending any formally organized conference or learning session (**training has a class code**). Includes travel time to and from training sites.

0404 Construction (CAPS Payments to Prime Contractors)

Payments to the prime contractor made through the Contract Administration and Payment System (CAPS).

0405 Construction (State Force Work Only)

All construction charges such as State Force work, payments to vendors for materials used, etc., and only State Force labor charges (excluding engineering charges) attributable to direct production of the work items. Use when reporting to Groups 01 through 59 only.

0406 Auditing Services

Costs attributable to auditing construction projects. Use when reporting to Groups 01 through 59 only.

0407 Legal Services

Attorney, and other legal charges related to construction projects. Use when reporting to Groups 01 through 59 only.

0409 Agreements - Construction

Payments to individuals, companies, local agencies, utilities or railroads for construction work done in accordance with agreements properly set up and identified on the GRUP table as a Payable group, **group 01 through 59** (in Group Category 02.)

Oversight Services (Fiduciary Fund)

0801 General Project Management & Oversight - Preconstruction

Work in support of the project as a whole, specifically the preliminary engineering phase. Includes, but is not limited to, management, supervision, staff labor, equipment, office maintenance and operations and computer charges.

PROGRAM SUMMARY AND TITLE

K TRANSPORTATION ECONOMIC PARTNERSHIPS

A program designed to foster partnerships with private firms to develop and operate needed transportation facilities throughout the state. In addition, the division seeks out and acts as an advocate for other partnerships between the public and private sectors in the development of transportation facilities and is the Department's policy development unit and advocate for improved freight mobility throughout the state.

K1 Administration & Support **K1 01 Administration & Support**

K2 Economic Partnerships **K2 01 Economic Partnerships**

K3 Public Private Initiatives **K3 01 Public Private Initiatives**

K4 Freight Mobility **K4 01 Freight Mobility**

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K 1 Administration and Support

Provides for the executive supervision of the department's economic partnership and freight mobility activities.

K1 01 Administration and Support

Work Operation Code
0720 Management and Support

K 2 Economic Partnerships

Provides for the salaries and benefits (only) to support the development of economic partnerships with private sector firms to develop transportation facilities.

K2 01 Economic Partnerships

Work Operation Code
0720 Management and Support

K 3 Public Private Initiatives

Provides all technical and project related efforts for implementation of the state's Public Private Initiatives in the Transportation Program. All costs are paid from proceeds of bonds authorized under RCW 47.10.834.

K3 01 Public Private Initiatives

Work Operation Code
0722 Capital Project Management

K 4 Freight Mobility

Provides the program's work in planning, policy development, and leadership as the Department's chief advocate for freight mobility activities.

K4 01 Freight Mobility

Work Operation Code

0720 Management and Support

PROGRAM SUMMARY AND TITLE

M HIGHWAY MAINTENANCE AND OPERATIONS

Maintaining the state highway system in order to ensure safe, reliable and comfortable travel is a top priority of the Department. The maintenance program objectives are to keep people and goods moving through all kinds of weather and natural disasters. Maintenance provides the highest service level that available resources allow.

M1 Maintenance Management and Support

M1 01 Management and Support

M2 Maintenance — On State System

WORK OP RANGES

M2 01	Roadway Maintenance & Operations	
	Roadway Maintenance & Operations	1111 - 1199
M2 02	Drainage Maintenance & Slope Repair	
	Slope Repair	1211
	Drainage Maintenance	1311 - 1399
M2 03	Roadside & Landscape Maintenance	
	Landscape Maintenance	1511 - 1599
	Roadside Maintenance	1611 - 1699
M2 04	Bridge & Tunnel Maintenance & Operations	
	Bridge Maintenance	1915 - 1999
	Keller Ferry	2880 - 2899
	Urban Tunnel Maintenance	3211 - 3299
M2 05	Snow and Ice Control Operations	
	Snow & Ice Control	2111 - 2199
M2 06	Traffic Control Maintenance & Operations	
	Permits	1431 - 1433
	Repair and Replace Signs & Guideposts	2216 - 2241
	Pavement Striping and Marking	2311 - 2399
	Guardrail Maintenance	2411 - 2499
	Surveillance Control & Driver Information (SC & DI) Safety Device Maintenance	2511 - 2599
	Traffic Signal Maintenance	2611 - 2699
	Highway Lighting Maintenance	2711 - 2799
M2 07	Rest Area Operations	
	Rest Area Maintenance	1711 - 1799

M2 Maintenance — On State System (continued)

WORK OP RANGES

M2 08 Supervision, Training and Support Maintenance

Field Crew Supervision, Employee Technical 6011 - 6099
& Safety Training and Support Maintenance

M2 09 3rd Party Damage Repair and Disaster Operations

3rd Party Damages 3111 - 3199

Disaster Maintenance 4011 - 4099

M5 Inventory and Stores Administration

M5 01 Materials and Supplies

M5 05 Stockpiled Material

M5 06 Stores Administration

M5 07 Stores and Stockpile Payable

M6 Undistributed Costs - Inventory Suspense

M6 02 Production and Storage Sites

M6 03 Construction Engineering

M6 04 Manufacturing In Progress

M6 08 Sign Manufacturing

M1 Maintenance Management and Support

All expenditures of an administrative or supervisory nature that are directly related to maintenance of highways and capital plant facilities and are of such a nature they cannot be readily distributed to specific maintenance projects or control sections. Includes maintenance supervision provided by the Chief Maintenance Engineer, Regional Maintenance Engineers and Maintenance Superintendents with support activities including radio and traffic operations administration.

Limited to allocations, expenditures will include salaries, wages, fringe benefits, travel expenses, materials, supplies, and other expenses incurred by positions having the working titles as those listed below:

Olympia Service Center — State Maintenance Engineer, Roadway Maintenance Engineer, Roadside Maintenance Program Manager, Environmental Compliance Manager, Motor Carrier Services Administrator, and staff, except for Olympia Service Center Permit Office.

Regions — Maintenance Engineer, Assistant Maintenance Engineer, Management Analyst (or equivalent), Maintenance Superintendent, Maintenance Assistant Superintendent, Area Office Manager, and Area Office Assistants.

M1 01 Management and Support

Work Operation Code

- 0729 Maintenance Management and Support**
- 0780 Radio Administration**
- 0782 Equipment and Facilities Administration**
- 0791 Redistribution of Office Supplies and Telephone**

M2 Maintenance — On State System

Provides for maintenance and operation of the State Highway Systems and related facilities in order to preserve the highway system in its original or subsequently improved condition. The program is divided into nine categories:

- 01 Roadway Maintenance & Operations** — Maintenance of the traveled lanes and shoulder, including pavement patching, crack sealing, sweeping and cleaning. Includes grading of gravel roads and shoulders, and patrolling the highway for early identification of hazards, damage and needed repairs.
- 02 Drainage Maintenance & Slope Repair** — Maintenance of drainage systems and repair of slope damage. Work includes cleaning of ditches, channels, culverts, catch basins, and detention basins. Slope repair work includes removal and repair of slides, erosion, and rock fall.
- 03 Roadside & Landscape Maintenance** — Maintenance of the roadside from the edge of the pavement to the right of way line. Includes all vegetation control activities, including formal landscaped areas, and litter pick up.
- 04 Bridge & Tunnel Maintenance & Operations** — Maintenance and repair of bridges, urban tunnels, the operation of moveable bridges, and the Keller Ferry.
- 05 Snow and Ice Control Operations** — Activities required during winter operations to remove snow and ice, and other winter hazardous conditions. Work includes plowing, sanding, anti-icing chemical application, avalanche control, and patrolling the highway for early detection of slides, icing, and other winter hazards.
- 06 Traffic Control Maintenance & Operations** — Includes placement of all pavement striping and markings. Maintenance of signs, guardrails, signals, luminaries, SC & DI equipment and other associated equipment. It also includes franchise, approach, and overweight vehicle permit functions.
- 07 Rest Area Operations** — Maintenance of rest areas including cleaning and sanitizing the rest room building, maintenance of buildings, sidewalks, parking areas, vegetation, and litter pickup and disposal.
- 08 Support Operations** — Includes supervision offfield crews, employee technical and safety training, and several support functions such as radio dispatcher.
- 09 3rd Party Damage Repair and Disaster Operations** — Repair of damage and cleanup of debris caused by the traveling public and repair of damage resulting from disasters.

M2 Maintenance — On State System (Continued)

- M2 01 Roadway Maintenance & Operations** — Maintenance of the traveled lanes and shoulder, including pavement patching, crack sealing, sweeping and cleaning. Includes grading of gravel roads and shoulders, and patrolling the highway for early identification of hazards, damage and needed repairs.

Roadway Maintenance & Operations

Work Operation Code

- 1111 Mechanical Patching**
- 1122 Manual Patching**
- 1142 Grade/ Reshape Shoulder**
- 1147 Chip Seal Patching**
- 1161 Crack and Joint Sealing**
- 1173 Patching for Settlement & Subgrade Repair**
- 1181 Sweeping & Cleaning Pavement**
- 1185 Safety Patrol**
- 1199 Miscellaneous Roadway Maintenance**

M2 Maintenance — On State System (Continued)

M2 02 Drainage Maintenance & Slope Repair — Maintenance of drainage systems and repair of slope damage. Work includes cleaning of ditches, channels, culverts, catch basins, and detention basins. Slope repair work includes removal and repair of slides, erosion, and rock fall.

Slope Repair

Work Operation Code

1211 Repairs, Reshaping, Removal, Replacement, and Maintenance of the Following: Rip Rap, Cribbing, Bulkheads, Dikes, Cuts, Embankments, Revetments, Slides, and Drifting Sand

M2 02 Drainage Maintenance & Slope Repair (Continued)

Drainage Maintenance

Work Operation Code

1311 Ditching With Motor Grader Only

1331 Inspection and Maintenance of Culverts and Cross Drains by Manual or Mechanical Methods

1341 Repair and Maintenance of Manholes and Catch Basins by Manual or Mechanical Methods

1343 Repair and Maintenance of Siltation Basins, Irrigation and Drainage Structures, and Fish Ladders

1399 Miscellaneous Drainage Maintenance

M2 Maintenance — On State System (Continued)

- M2 03 Roadside & Landscape Maintenance** — Maintenance of the roadside from the edge of the pavement to the right of way line. Includes all vegetation control activities, including formal landscaped areas, and litter pick up.

Landscape Maintenance

Work Operation Code

- 1511 Nuisance Weed Control**
- 1516 Noxious Weed Control**
- 1525 Cutting , Pruning and Selective Thinning**
- 1541 Seeding and Planting Plant Materials**
- 1551 Fertilizing and Liming.**
- 1552 Mowing Ornamental Lawns**
- 1561 Irrigation system Operation and Maintenance**
- 1599 Miscellaneous Landscape Maintenance**

Roadside Maintenance

Work Operation Code

- 1611 Nuisance Vegetation Control**
- 1615 Residual Herbicide Application**
- 1617 Noxious Weed — Power Spraying**
- 1625 Cutting and Disposal of Debris**
- 1641 Seeding & Planting Plant Materials**
- 1651 Fertilizing, Liming, and Replace Mulch**
- 1671 Road Kill/Animal Disposal**
- 1673 Routine Litter Pickup (including emptying litter containers)**
- 1674 Pickup Litter Bags Only**
- 1675 Adopt-A-Highway Administration and Coordination**
- 1685 Repair and Maintenance of View Points and Historical Locations**
- 1699 Other Work not Covered in Work Operation Code 1611 to 1695**

M2 Maintenance — On State System (Continued)

M2 04 Bridge & Urban Tunnel Maintenance & Operations— Maintenance and repair of bridges, urban tunnels, the operation of moveable bridges, and the Keller Ferry.

Bridge Maintenance

Work Operation Code

- 1915 Pump Water from Pontoon Cells**
- 1916 Anchor Cable Tensioning**
- 1921 Routine Inspection**
- 1922 Bridge Cleaning**
- 1932 Removal of Debris From Under Bridges**
- 1933 Painting (including Sandblasting)**
- 1936 Deck Repair**
- 1941 Bridge Appurtenance Maintenance**
- 1942 Structural Repair and Maintenance**
- 1943 Scout Repair**
- 1953 Expansion Joint Repair**
- 1955 Bridge Mechanism Maintenance**
- 1956 Electrical Maintenance**
- 1957 Hydraulic Maintenance**
- 1980 Movable Bridge Operation**
- 1999 Miscellaneous Bridge Maintenance**

Keller Ferry

Work Operation Code

- 2880 Operation of Ferries**
- 2881 Repair and Maintenance of Ferries**
- 2882 Repair and Maintenance of Ferry Facilities (approaches, etc.)**

M2 Maintenance — On State System (Continued)

M2 04 Bridge & Tunnel Maintenance & Operations (Continued)

Urban Tunnel Maintenance

Work Operation Code

- 3211 Vent Fans and Mechanical Systems P.M.**
- 3212 Tunnel Fire Protection and Hydraulic Systems P.M.**
- 3213 Electrical Systems P.M.**
- 3214 Air Plenum P. M.**
- 3215 C. O. Monitor P. M.**
- 3231 Vent Fans and Mechanical Systems Repair**
- 3232 Tunnel Fire Protection and Hydraulic Systems Repair**
- 3233 Electrical Systems Repair**
- 3234 Air Plenum Repair**
- 3235 CO Monitors Repair**
- 3280 Urban Tunnel Operation**
- 3291 Computer System Maintenance and Repair**
- 3299 Other Work not Covered in Work Operation Code 3211 to 3295**

M2 Maintenance — On State System (Continued)

M2 05 Snow and Ice Control Operations — Activities required during winter operations to remove snow and ice, and other winter hazardous conditions. Work includes plowing, sanding, anti-icing chemical application, avalanche control, and patrolling the highway for early detection of slides, icing, and other winter hazards.

Snow and Ice Control

Work Operation Code

- 2111 Snow Blower**
- 2113 Snow Plowing**
- 2117 Snow Slide-Snow and Drift Removal —**
- 2118 Opening Seasonal Passes**
- 2142 Winter Sand Cleanup**
- 2151 Sanding**
- 2152 Anti-Icing & De-Icing Chemical Application**
- 2161 Guide Stakes, Guide Posts and Ice Signs Maintenance**
- 2162 Winter Drainage Maintenance**
- 2164 Winter Safety Patrol**
- 2165 Avalanche Control**
- 2166 Stockpiling Maintenance**
- 2167 Radio Operation**
- 2168 Dormitory and Dining Room Operation**
- 2181 Winter Field Supervision**
- 2193 Cleaning & Servicing Equipment**
- 2199 Miscellaneous Snow & Ice Control Maintenance**

M2 Maintenance — On State System (Continued)

M2 06 Traffic Control Maintenance & Operations — Includes placement of all pavement striping and markings. Maintenance of signs, guardrails, signals, luminaries, SC & DI equipment and other associated equipment. It also includes franchise, approach, and overweight vehicle permit functions.

Permits

Work Operation Code

1431 Vehicle Permits

1432 Franchise Permits

1433 Approaches Permits

Repair and Replace Signs & Guideposts

Work Operation Code

2216 Regulatory Sign Repair & Maintenance

2217 Advisory Sign Repair & Maintenance

2241 Replace Guideposts and/or Delineators

Pavement Striping and Marking

Work Operation Code

2311 Striping

2315 Remove Lane Markers

2316 Install Lane Markers

2318 Special Markings

2323 Crosswalks and Stop Bars`

2326 Letters, Arrows and Symbols

M2 Maintenance — On State System (Continued)

M2 06 Traffic Control Maintenance & Operations (Continued)

Barrier Maintenance

Work Operation Code

2411 Guardrail Repair & Maintenance

2412 Concrete Barrier Repair & Maintenance

2413 Attenuators Repair & Maintenance

**Surveillance Control & Driver Information (SC & DI) Safety Device
Maintenance**

Work Operation Code

2511 Signal Display and Detection System P.M.

2512 Ramp Meter System P.M.

2513 Closed Circuit Television P.M.

2514 Driver Information System P.M.

2516 Express Lane Gates, Signs & Barrier P.M.

2531 Signal Display and Detection System Repair

2532 Ramp Meter System Repair

2533 Closed Circuit Television Repair

2534 Changeable Message Sign Repair

2536 Express Lane Gates, Signs & Barrier Repair

2599 Miscellaneous SC & DI Maintenance

M2 Maintenance — On State System (Continued)

M2 06 Traffic Control Maintenance & Operations (Continued)

Traffic Signal Maintenance

Work Operation Code

2611 Signal Control System Major P.M.

2612 Signal Control System Minor P.M.

2632 Signal Control System Repair

2699 Miscellaneous Signal Maintenance

Highway Lighting Maintenance

Work Operation Code

2711 Illumination System P.M.

2715 Electrical Service P.M.

2731 Illumination System Repair

2737 Electrical Services Repair

2799 Miscellaneous Lighting Maintenance

M2 Maintenance — On State System (Continued)

M2 07 Rest Area Operations — Maintenance of rest areas including cleaning and sanitizing the rest room building, maintenance of buildings, sidewalks, parking areas, vegetation, and litter pickup and disposal.

Work Operation Code

1711 Weed Control

1725 Cutting, Thinning & Selective Pruning

1741 Seeding, Planting & Fertilizing

1752 Mowing Lawns

1761 Irrigation System Operation & Maintenance

1773 Litter Pick-up

1781 General Building Maintenance

1782 Janitorial Service

1783 Electrical Maintenance

1784 Plumbing Maintenance

1788 RV Dump Site Maintenance

1799 Miscellaneous Rest Area Maintenance

M2 Maintenance — On State System (Continued)

M2 08 Support Operations — Includes supervision of field crews, employee technical and safety training, and several support functions such as radio dispatcher.

Field Support

Work Operation Code

- 6014 Maintenance of Stockpile Sites**
- 6015 Yard Cleanup**
- 6016 Field Supervision — Maintenance Supervisor and Lead Technicians — Not to be Used for Snow and Ice Control**
- 6017 Training and Meetings Including Associated Travel**
- 6019 Servicing Equipment and Tools**
- 6023 Shop Steward Activities**
- 6024 Radio Operator (other than Snow and Ice)**
- 6027 Administrative & Clerical Support**
- 6031 TEF Assigned Hours with Zero Monthly Use**
- 6032 Instructor — Equipment Operator Training**
- 6033 Drug & Alcohol Testing**

M2 Maintenance — On State System (Continued)

M2 09 3rd Party Damage Repair and Disaster Operations — Repair of damage and cleanup of debris caused by the traveling public and repair of damage resulting from disasters.

3rd Party Damage Repair

Work Operation Code

- 3111 Pavement Repair**
- 3112 Roadside Repair (including Fences)**
- 3115 Structures**
- 3120 Hazardous Waste, Spills, and Debris Cleanup**
- 3122 Graffiti Removal**
- 3131 Traffic Signs, Direction Markers**
- 3151 Guardrail**
- 3152 Energy Absorbing Barriers (this operation does not apply to common barriers such as Guardrail, box beam, N.J. barrier, etc.)**
- 3153 Concrete Barriers**
- 3161 Electrical Signal Equipment**
- 3162 Gates and Barriers Repair**
- 3163 SC & DI Systems**
- 3171 Highway Lighting System (includes sign illumination)**
- 3181 Rest Areas Repair**
- 3182 Park and Ride Lots**
- 3195 Traffic Control / Detours**
- 3199 Miscellaneous 3rd Party Repair**

M2 Maintenance — On State System (Continued)

M2 09 3rd Party Damage Repair and Disaster Operations (Continued)

Disaster Maintenance

Work Operation Code

- 4011 Roadway Surfaces**
- 4013 Drainage Facilities**
- 4015 Landscape, Roadside, Rest Area**
- 4019 Structures**
- 4021 Bridge Inspection**
- 4022 Traffic Services**
- 4095 Traffic Control**
- 4099 Other**

M5 Inventory and Stores Administration

Provides for operation and administration of the stores activity. Significant items are signs, traffic signal parts, illumination parts, engineering supplies, pits, and processed mineral aggregates in stockpiles.

M5 01 Materials and Supplies

Work Operation Code

6910 Materials and Supplies Transactions

Transactions including issues, receipts and adjustments.

M5 05 Stockpiled Material

Work Operation Code

6940 Stockpile Transactions

Transactions including issues, receipts and adjustments.

M5 06 Stores Administration

Work Operation Code

6950 Stores Administration

Olympia Service Center — Salaries and Wages, Fringe Benefits, Travel expenses, Materials, Supplies and other expenses incurred by the Purchasing and Inventory Office

Regions — Salaries and Wages, Fringe Benefits, Travel expenses, Materials, Supplies and other expenses incurred by the Region Supply Officer, Storekeeper, Assistant Storekeeper and Office support.

6951 Training

M5 07 Stores and Stockpile Payable

Work Operation Code

6960 Stores and Stockpile Payable — Materials and Supplies

Requires a Purchase or Field Order Number, no Object Code and Balance Sheet Account of I500.

M6 Undistributed Costs - Inventory Suspense

M6 02 Production and Storage Sites

Work Operation Code

6920 Quarry, Pit, and Stockpile Sites

Quarry, Pit and Stockpile Sites Used

Work Operation Code

6921 Amortization of Quarry, Pit, and Stockpile Sites (credit)

Beginning and Ending Inventory

Work Operation Code

6922 Beginning and Ending Inventory

M6 03 Construction Engineering

Work Operation Code

0301 General Project Management

0302 Travel To and From Office/Jobsite

6923 Beginning and Ending Inventory

M6 04 Manufacturing in Progress

Production — Aggregates

Work Operation Code

6930 Production — Aggregates

Requires Control Section coding as follows:

01-39 County Designation (01 Adams through 39 Yakima)

0100TX-3900TX Stockpiling — Taxable

0100NT-3900NT Stockpiling — Non Taxable

M6 Undistributed Costs - Inventory Suspense

M6 04 Manufacturing in Progress

Work Operation Code

6931 Production — Other

Requires Control Section coding as follows:

01-39 County Designation (01 Adams through 39 Yakima)

0100TX-3900TX Stockpiling — Taxable

0100NT-3900NT Stockpiling — Non Taxable

Stockpile Material Produced (Credit)

Work Operation Code

6932 Amortization of Stockpile Material Produced (Credit)

Beginning and Ending Inventory

Work Operation Code

6933 Beginning and Ending Inventory

M6 08 Sign Manufacturing

Work Operation Code

6980 Work in Progress

Beginning and Ending Inventory

Work Operation Code

6981 Beginning and Ending Inventory

end

PROGRAM SUMMARY AND TITLE

Q TRAFFIC OPERATIONS

The Traffic Operations program is responsible for working towards optimizing the utilization of the existing highway transportation system. To this end, Traffic Operations employs regulatory measures (e.g. speed limits), and traffic control devices (e.g. pavement delineation, traffic signals, signs, highway advisory radio, and incident response crews) as primary tools for limiting congestion and improving safety.

Q1 Management and Support

Q1 01 Management and Support (QM work order prefix *)

Q2 Operations & Low Cost Enhancements

Q2 01 Operations (QO work order prefix *)

Q2 02 Low Cost Enhancements (QE work order prefix *)

Q3 Special Advanced Technology Projects

Q3 01 Deployment (QP work order prefix *)

* In addition other work orders are set up as needed for special circumstances such as Third Party Damages, contracts processed through CAPS, and overhead charges

Q1 Management and Support

Formulation, administration and supervision directly related to the statewide and region-wide Traffic Operations Program.

Expenditures will include salaries, wages, fringe benefits, travel expenses, materials, supplies, and other expenses incurred by positions and having the working titles of:

Olympia Service Center — State Traffic Engineer; Secretary to the State Traffic Engineer; Assistant State Traffic Engineer, and Fiscal Analyst.

Regions — Regional Traffic Engineers.

Note: In Northwest Region only, NW Region Traffic Systems Manager; and NW Region Traffic Operations Engineer.

Q1 01 Management and Support

Most Q1 01 expenditures are planned and tracked in biennial work orders having a QM prefix.

Work Operation Code

0760 Management and Support

0791 Redistribution of Office Supplies and Telephone (Regions only)

Q2 Operations and Low Cost Enhancements

Pursue full utilization of the highway transportation system by maximizing efficiency and safety.

Q2 01 Operations

Most Q2 01 expenditures are planned and tracked in biennial work orders having a QO prefix.

To be used for all Traffic Operations activities directly relating to the efficient and safe operation of the state transportation facilities.

Q2 01 expenditures include salaries, wages, benefits, travel expenses, materials, supplies, contract services, and other expenses incurred by the Traffic Operations program staff in performing the following activities:

Work Operation Code

0765 Freeway Operations

Includes Surveillance, Control and Driver Information (SC & DI) system operations, SC & DI support activities (electrical engineering , software engineering, traffic flow analysis, etc.) and High Occupancy Vehicle (HOV) coordination

0766 Tunnel Operations

In the Northwest Region includes I-90 lid surveillance and control system operations

0767 Radio Operations

Region wide radio operations. Does not include radio administration, maintenance, and repair historically charged to subprogram E1 and M1 (those charges will remain there). Also includes payments for the 1-888 Sno-line number.

0768 Incident Response

Includes call outs, equipment maintenance, and emergency service activities. Also includes tow truck operations on the Lake Washington floating bridges.

0769 Traffic Signal Operations

Includes signal timing development and implementation, scheduled field reviews, needs identification inventory & prioritization activities, and signal system design tasks related to program Q signal improvement projects.

Q2 Operations and Low Cost Enhancements (Continued)

Q2 01 Operations (continued)

Work Operation Code

0771 Safety and Efficiency Responses to Customers

Public requests for information and/or modification of operational aspects of the state-owned highway system. Includes preliminary investigation, site reviews, solution identification, support documentation, correspondence, scheduled on-site reviews of traffic control devices based upon inventory, federal, state, and industry standards, special use permits for special events and filming on state highways, etc. Also includes reviews of signing, striping, delineation, ball banking, school zones, speed zones and implementation of the Corridor Safety Program to address high accident/severity conditions on highway corridors.

These requests originate from a variety of customers, including: the public; the news media; the Governor's Office; the Legislature; federal, state, and local agencies; and from within WSDOT.

0772 Traffic Policy and Specifications

Activities include development and implementation of traffic policy; traffic regulations; standards, specifications, and procedures documentation; new product evaluation and traffic product procurement specifications; and the development and conducting of traffic engineering training.

Note: Not to be used for training attendance

0773 Advanced Technology Applications

Implementation investigation, development, testing and deployment of advanced technology applications associated with: safety improvements, in-vehicle systems, traveler information systems, transportation management systems, public transportation systems, and commercial vehicle operations; through public/private cooperative efforts.

0774 Billboard Control and Logo Signing

Activities include administration of the outdoor advertising and motorist information sign programs, including receiving applications, review of sign sites and businesses, yearly permit renewals, maintaining inventories, and surveillance and abatement of illegal or unauthorized signs.

Q2 Operations and Low Cost Enhancements (Continued)

Q2 02 Low Cost Enhancements

Most Q2 02 expenditures are planned and tracked in biennial work orders having a QE prefix.

Spot investments which address immediate operational needs of the transportation system. Also includes High Accident Location (HAL) solutions specifically identified for program Q funding during regional program scoping. These funds are intended for operational issue solutions of a small cost nature and may include labor expenditures from various design, construction, and maintenance personnel, and contracted services.

Although \$30,000 has been identified as a guideline for the cost per solution, multiple similar solutions may be grouped together, resulting in total projects in excess of \$30,000. For example: Region X has 20 signs located throughout the region identified as needing replacement. The cost of replacing each sign is \$2,000, but combined into one project would total \$40,000.

When the Q Program was established, the assumption was that most low cost enhancements would be implemented using WSDOT maintenance personnel. The \$30,000 guideline was identified based upon the limitation state law places on state workforce performing this work. It is expected that the Regions will occasionally deviate from this guideline (at their discretion) when utilizing contracted services to address operational concerns at immediate problem locations.

Examples of solutions include: traffic signal upgrades; signing modifications; striping and channelization modifications; Motorist Information Signing installations; etc. These investments are the result of both anticipated (HAL type projects) needs, and needs identified through operational reviews and responses to customer requests. Includes costs associated with state force labor, for development, implementation, construction, materials, equipment and contract labor.

NOTE: These activities require the establishment of job number authorizations for the purpose of investment tracking. Individual groups within one job number authorization may be used to track multiple low cost enhancements of a similar nature. For example: Region Z, during its system planning and/or scoping exercises, decides a number of HAL's should be addressed through the Traffic Operations Program using 'low cost enhancements,' they may choose to set up one job number authorized for 'HAL's deferred from scoping,' with a separate group for each HAL. Authorization would be at the job number level and tracking would be at the group level.

Q2 Operations and Low Cost Enhancements (Continued)

Q2 02 Low Cost Enhancements

Work Operation Code

0775 Development

Solution development; preliminary engineering; plans, specifications, and estimates.

0776 Implementation - Traffic Signal Improvements

Equipment upgrades to provide or improve coordination. These multi-intersection “system” improvements result in reduced delay, fuel consumption, and accidents on urban and suburban arterials. Equipment modifications at isolated intersections. These localized improvements address specific efficiency and/or safety deficiencies at independently operating signalized intersections

0777 Implementation - Signs & Delineation

Signing: Motorist Information Sign (Logo) installation activities. Signing modifications required due to regulatory changes such as speed limit adjustments. Upgrades of existing signs, or installation of new signs, to improve legibility, provide warning of non-evident conditions, and/or provide clearer guidance. Delineation: Enhancement of existing pavement markings to address specific safety concerns. Modification of existing pavement markings in conjunction with channelization modifications (e.g. adding turn lanes at intersections, improving ramp tapers at freeway interchanges, etc.).

0778 Implementation - Freeway System and Traveler Information

Equipment upgrades and/or minor spot improvements to enhance existing freeway monitoring, control, and traveler information systems. These system enhancements result in improved traffic flow, faster detection and response to incidents, and expand the amount and availability of traffic related information used by motorists in planning and/or modifying their travel routes.

0779 Implementation - Other Low Cost Enhancements

Typical applications include minor roadway widening to accommodate turn lane additions to improve safety and efficiency, sidewalk modifications to improve pedestrian safety, and spot illumination installations to improve safety.

Q3 Special Technology Projects

These projects are “special” because of the Federal process by which they come to WSDOT. Many of these projects are the result of Congressional “earmarks”. Some projects are multi;le stages or phases of ongoing FHWA programs, such as Commercial Vehicle Information Systems and Network (CVISN). Other projects result from successful WSDOT response to specific FHWA project “Requests for Proposal”.

This subprogram is not intended for advanced transportation technology projects, or project elements, which are being programmed to meet specific mobility or safety deficiencies (in subprograms I1 and I2 respectively

Q3 01 Project Deployment

Most Q3 01 expenditures are planned and tracked in perpetual work orders having a QP prefix.

Q3 01 expenditures include salaries, benefits, travel expenses, materials, supplies, contract services, and other expenses incurred in the following project activities:

0761 Planning and Administration

Includes clarification of project concept, into project objectives and design constraints, following federal funding appropriation. Also, includes all costs associated with project management, such as development of partnership MOU's , agreements and contracts, fiscal administration and support.

0762 Design

Includes all costs from preliminary design to detailed design (e.g. P&E, computerized system networks, software, etc.).

0763 Field Installation

Includes all costs for field implementation of a detailed design, including post construction evaluation costs.

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PROGRAM SUMMARY AND TITLE

R SALES AND SERVICES TO OTHERS

Through the Sales and Services to Others “R” program, the Department provides a wide range of services to various public and private entities upon request and is reimbursed for the work performed. These services include maintenance of locally-owned roads, streets, and bridges (e.g. paint striping of county roadways). Other services include, but are not limited to, developer reviews, testing of materials, bridge inspections, printing services, and signal maintenance. This program also provides for reimbursable services to other Washington State agencies.

R2 Maintenance — Off State System

R2 01 Roadway Maintenance

R2 02 Roadside Maintenance

R2 04 Structures

R2 05 Snow and Ice Control

R2 06 Traffic Services

R2 09 Damages

R3 Sales and Services to Others

R3 01 Sales and Services to Locals

R3 04 Conferences - Department Sponsored

R5 Intra-agency / Interagency Reimbursements

R5 05 Sales and Services — BATS Charges

Sales and Services — Regions

Sales and Services — OSC

R2 Maintenance — Off State System

Provides for reimbursable maintenance of streets and roads which are not on the state highway system. Also includes 80% of the operating deficits of the Puget Island-Westport Ferry (Wahkiakum County).

R2 01 Roadway Maintenance

Work Operation Code

6801 Work Done for Others Roadway Maintenance

R2 02 Roadside Maintenance

Work Operation Code

6802 Work Done for Others Roadside Maintenance

R2 04 Structures

Work Operation Code

6804 Work Done for Others Structures

R2 05 Snow and Ice Control

Work Operation Code

**6805 Work Done for Snow and Ice Control
 Others**

R2 06 Traffic Services

Work Operation Code

6806 Work Done for Others Traffic Services

R2 09 Damages

Work Operation Code

6809 Work Done for Others Damages

R3 Sales and Services to Others

Provides for services rendered and sales of material and supplies to cities, counties, and other entities such as administrative and technical services, facilities use, and sale of materials and supplies. (The Department is reimbursed for all such services.)

R3 01 Sales and Services to Locals

Work Operation Code

0910 Sales & Services to Cities, Counties, and Other Local Entities

R3 04 Conferences — Department Sponsored

Work Operation Code

0920 Costs Associated with Department Sponsored Conferences
Used per Directive D13-40. A separate CF Job Number will be established for each conference.

R5 Intra-Agency/Interagency Reimbursements

Provides an account to be used when doing work for other funds within the agency or with other State agencies.

R5 05 Sales and Services

Work Operation Code

0955 Sales and Services — BATS Charges

0965 Sales and Services — Regions

0975 Sales and Services — Olympia Service Center

end

PROGRAM SUMMARY AND TITLE

S TRANSPORTATION MANAGEMENT AND SUPPORT

All businesses whether public or private must have an established business structure to support their operations. This structure includes policies, procedures, and administrative systems. The Transportation Management and Support program was created to consolidate agency-wide executive management and support service functions. The functions funded in this program benefit the whole organization and are termed “overhead” because their costs cannot easily be tied to any one product produced by the Department but, instead, support all product and service delivery. Six subprograms provide better visibility of diverse management functions.

S1 Executive Management and Support

S1 01 Management and Support

S2 Finance and Administration Services Support

S2 01 Management and Support

S4 Regional Administration and Support

S4 01 Management and Support

S5 Major Systems Maintenance

S5 01 Management and Support

S6 Interjurisdictional Studies

S6 01 Interjurisdictional Studies

S7 MIS Operations

S7 01 MIS Operations

S1 Executive Management and Support

Olympia Service Center — Secretary of Transportation (201010); Deputy Secretary for Operations (211010); Deputy Secretary for Policy (221010); Communications and Public Involvement (222010); Legislative & Strategic Management Relations (2230xx); Quality (Office of) Q2000 (2250xx); Office of Human Resources (2260xx); Governmental Liaison (2280xx); Office of Equal Opportunity (2290xx); and Audit Office (2710xx).

S1 01 Management and Support

Work Operation Code

0720 Management and Support

S2 Finance and Administration Service Center

Olympia Service Center — Assistant Secretary for Finance and Administration Service Center (311010); Financial Planning (312210); Accounting Services (3133xx & 3134xx); Forms Management (3144xx); Work Force Management (3155xx); Administrative Services (3166xx); Risk Management (3188xx); and Budget Office (3190xx).

S2 01 Management and Support

Work Operation Code

0720 Management and Support

S4 Regional Management & Support

Regions — Regional Administrators; Public Affairs Office, Personnel, Administrative Services, Accounting, Safety, and Office Services.

S4 01 Management and Support

Work Operation Code

0720 Management and Support

0791 Redistribution of Office Supplies and Telephone

S5 Major Systems Development

Major Systems Development provides funding for information systems development projects, as well as the costs necessary to keep the systems updated and functional. Management Information Services (MIS) (included in Program E) bills this area to recover these costs..

S5 01 Major Systems Development

Work Operation Code

0720 Management and Support

S6 Interjurisdictional Studies

This area captures the costs for interjurisdictional studies performed at the request of the Legislature. The studies help to determine direction on major transportation issues affecting the state and local governments.

S6 01 Interjurisdictional Studies

Work Operation Code

0737 Interjurisdictional Studies

S7 MIS Operations

All of the funding (except for major systems development) for the MIS program has been consolidated into this area, which meets the Legislature's objective of making the department's information technology budget easily visible. MIS is responsible for providing information technology services to all other department programs with the costs being billed to MIS Operations.

S7 01 MIS Operations

Work Operation Code

0720 Management and Support

end

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PROGRAM SUMMARY AND TITLE

T TRANSPORTATION PLANNING, DATA AND RESEARCH

Program T manages, coordinates, and supports the multimodal transportation planning, data, and research needs of the Department. Planning conducts activities that include coordinating long-range plan development, working jointly with local jurisdictions, and administering pass-through funds. Data and research supporting the construction program.

T1 Planning & Programming Management and Support

T1 01 Planning & Programming Management

T2 Planning and Research

T2 01 Planning and Research

T2 03 Transportation Data Collection and Analysis

T2 05 Mapping

T6 Pass Through Funds

T6 01 Pass Through Funds

T1 Planning & Programming Management and Support

Provides for the policy formulation and executive administration of the Planning & Programming Service Center of the Department of Transportation.

Planning & Programming Management — Salaries, wages, benefits, travel expenses, materials, supplies, and other expenses of the Assistant Secretary, Confidential Secretary and office managers.

T1 01 Planning & Programming Management

Work Operation Code

0731 Planning and Programming Supervision

T2 Planning and Research

Provides for the collection and analysis of data about transportation facilities and their use which are mandatory for highway physical design and transportation system planning. Manages, coordinates, and supports multi jurisdictional and inter modal transportation planning for the State. Produces basic and specialized maps. Manages research programs which focus on continuing and emerging issues important to transportation. Performs statistical reporting, financial, and economic surveys and special studies.

T2 01 Planning and Research

Work Operation Code

0510 Planning and Research

0548 Issue Access Permits

0791 Redistribution of Office Supplies and Telephone

T2 03 Transportation Data Collection and Analysis

Work Operation Code

0520 Transportation Data Collection and Analysis

T2 Planning and Research (Continued)

T2 05 Mapping

Work Operation Code

- 0513 Administration**
- 0550 Official State Highway Map Preparation**
- 0551 Geographic Information System Base Map Development**
- 0552 Special Mapping Projects**
- 0553 Medium Scale Base Mapping**
- 0554 Annexations**
- 0555 Statewide Base Mapping**
- 0556 Link Reference System (LRS) Development**
- 0557 Applications/Help Desk**
- 0558 Training of Others**
- 0559 Data Administration**

T6 Pass Through Funds

T6 01 Pass Through Funds

Work Operation Code

- 0590 Metropolitan Planning Organizations (MPO) Grants, Regional Transportation Planning Organizations (RTPO) Grants**
Federal consolidated planning grants to MPOs and state grants to RTPOs.

end

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PROGRAM SUMMARY AND TITLE

U CHARGES FROM OTHER AGENCIES (PAYMENTS TO OTHER AGENCIES)

Program U funds the payments for services provided by other state agencies to the Department.

- U1 Archives and Records Management**
 - U1 01 Management and Support**
- U2 Attorney General Services (Tort Claims)**
 - U2 01 Management and Support**
- U3 Audit Services**
 - U3 01 Management and Support**
- U4 Facilities and Services**
 - U4 01 Management and Support**
- U5 Personnel Services**
 - U5 01 Management and Support**
- U6 Self Insurance**
 - U6 01 Management and Support**
- U8 OMWBE**
 - U8 01 Management and Support**
- U9 Capital Projects Surcharge**
 - U9 01 Management and Support**
- U0 State Parking Services**
 - U0 01 Management and Support**

U Charges From Other Agencies (Payment To Other Agencies)

Each subprogram is for a billing from a specific other agency and processed through the Expenditure Accounting Section in OSC. All payments should be by journal voucher.

U1 Archives and Records Management

To provide for costs billed by **Archives and Records Management** in support of the Department's documentation requirements.

Charge to Job number AD0152 Group 01 Object Account EW01.

U1 01 Management and Support

Work Operation Code

0750 Charges From Other State Agencies (Olympia Service Center only)

U2 Attorney General Services(Tort Claims)

To provide for costs billed by the **Attorney General** for Tort Claims Administration support to the Department.

Charge to Job number AD0152 Group 02 Object Account EM01.

U2 01 Management and Support

Work Operation Code

0750 Charges From Other State Agencies (Olympia Service Center use only)

U3 Audit Services

To provide for costs billed by the **Office of State Auditor** for audit support to the Department in compliance with State and Federal requirements.

Charge to Job number AD0152 Group 03 Object Account ET01.

U3 01 Management and Support

Work Operation Code

0750 Charges From Other State Agencies (Olympia Service Center use only)

**U Charges From Other Agencies (Payment To Other Agencies)
(Continued)**

U4 Facilities and Services

To provide for costs billed by the **Department of General Administration** for facilities and services support to the Department.

Charge to Job number AD0152 Group 04 Object Account EK01.

U4 01 Management and Support

Work Operation Code

0750 Charges From Other State Agencies (Olympia Service Center use only)

U5 Personnel Services

To provide for costs billed by the **Department of Personnel** for the development and maintenance of employment registers, administration of the State Health Insurance Program and other personnel services.

Charge to Job number AD0152 Group 05 Object Account EN01.

U5 01 Management and Support

Work Operation Code

0750 Charges From Other State Agencies (Olympia Service Center use only)

U6 Self Insurance

To provide for costs billed by the **Department of General Administration** for self insurance premiums and Risk Management Administration.

Charge to Job number AD0152 Group 06 Object Account EP05.

U6 01 Management and Support

Work Operation Code

0750 Charges From Other State Agencies (Olympia Service Center use only)

**U Charges From Other Agencies (Payment To Other Agencies)
(Continued)**

U8 OMWBE

To provide for charges from the **Office of Minority and Women's Business Enterprises**.

Charge to Job Number AD0152, Group 08, Object Code Account EX01.

U8 01 Management and Support

Work Operation Code

0750 Charges From Other State Agencies (Olympia Service Center use onl

U9 Capital Projects Surcharge

To provide for payment of the Capital Projects Surcharge to the **Department of General Administration**.

Charge to Job Number AD0152, Group 09, Object Code Account EK01.

U9 01 Management and Support

Work Operation Code

0750 Charges From Other State Agencies (Olympia Service Center use onl

U0 State Parking Services

To provide for costs billed by the **Department of General Administration** for operation of the state parking office.

Charge to Job Number AD0152, Group 10, Object Code Account EK01.

U0 01 Management and Support

Work Operation Code

0750 Charges From Other State Agencies (Olympia Service Center use onl

PROGRAM SUMMARY AND TITLE

V URBAN & RURAL PUBLIC TRANSPORTATION PROGRAMS

The Urban and Rural Public Transportation programs provides support for public transportation and the CTR throughout the state Washington. The program provides planning and financial assistance to public transportation providers and high capacity transportation system planning and development. High capacity transportation systems include: light rail, commuter rail, carpool lanes, and passenger ferries. The state's Commute Trip Reduction (CTR) function is also managed in Program V. The CTR program provides counties with the technical and financial assistance to reduce employee single occupancy vehicle commutes. Urban & Rural Public Transportation programs objectives are to ensure that public transportation systems and services meet needs throughout the state and to promote improved and expanded public transportation options, address congestion in urban areas by reduction in SOVs and provide mobility-access in rural areas.

V1 Administration

V1 01 Management and Support

V1 02 Analysis, Technical Assistance & Planning

V2 Public Transportation

V2 01 Management and Support

V2 02 Analysis, Technical Assistance & Planning

V2 03 Financial Assistance

V3 Agency Council on Coordinated Transportation (ACCT)

V3 01 Management and Support

V3 02 Analysis, Technical Assistance & Planning

V3 03 Financial Assistance

- V4 Rural Mobility Grant Program**
 - V4 01 Management and Support**
 - V4 02 Analysis, Technical Assistance & Planning**
 - V4 03 Financial Assistance**
- V5 High Capacity Transportation (HCT)/ Transportation Demand Management (TDM) Program**
 - V5 01 Management and Support**
 - V5 02 Analysis, Technical Assistance & Planning**
 - V5 03 Financial Assistance**
- V6 Modal Coordination Program**
 - V6 01 Management and Support**
 - V6 02 Analysis, Technical Assistance & Planning**
 - V6 03 Financial Assistance**
- V7 Statewide Commute Trip Reduction (CTR) Program**
 - V7 01 Management and Support**
 - V7 02 Analysis, Technical Assistance & Planning**
 - V7 03 Financial Assistance**
 - Y7 04 Agency Commute Trip Reduction (CTR) Incentive Program and Awards**

V1 Administration

Provides for the policy formulation and executive administration of the Public Transportation and Rail division. Salaries, wages, fringe benefits, travel expenses, materials, supplies and other expenses for the management of the division.

Olympia Service Center - Public Transportation and Rail Division

V1 01 Management and Support

Work Operations Code

0720 Management and Support

V1 02 Analysis, Technical Assistance and Planning

Work Operations Code

0721 PT & R Technical Support

V2 Public Transportation

Promotes improved and expanded public transportation resources for the State by policy and program development, analysis, coordinated planning, technical assistance and federal and state financial assistance.

V2 01 Management and Support

Work Operations Code

0720 Management and Support

V2 02 Analysis, Technical Assistance and Planning

Work Operations Code

0721 PT & R Technical Support

V2 03 Financial Assistance

Work Operations Code

0723 PT & R Grants and Loans

V3 Agency Council on Coordinated Transportation (ACCT) Program

Provide support to the Agency Council on Coordinated Transportation consisting of eight legislators and nine appointed members from three state agencies, local providers and special needs advocate representatives. This Council, responsible to the Governor and the Legislature, provides overall state guidance, standards and reporting requirements for the coordination of special needs transportation.

V3 01 Management and Support

Work Operations Code

0720 Management and Support

V3 02 Analysis, Technical Assistance and Planning

Work Operations Code

0721 PT & R Technical Support

V3 03 Financial Assistance

Work Operations Code

0723 PT & R Grants and Loans

V4 Rural Mobility Grant Program

The Rural Mobility Grant Program is to establish, preserve and improve rural public transportation. The funds are available for operating, planning and capital projects.

V4 01 Management and Support

Work Operations Code

0720 Management and Support

V4 02 Analysis, Technical Assistance and Planning

Work Operations Code

0721 PT & R Technical Support

V4 Rural Mobility Grant Program (continued)

V4 03 Financial Assistance

Work Operations Code

0723 PT & R Grants and Loans

V5 High Capacity Transportation (HCT) / Transportation Demand Management (TDM) Program

Provides a management program for High Capacity Transportation Coordination /
Transportation Demand Management planning, technical studies and financial assistance.

V5 01 Management and Support

Work Operations Code

0720 Management and Support

V5 02 Analysis, Technical Assistance and Planning

Work Operations Code

0721 PT & R Technical Support

V5 03 Financial Assistance

Work Operations Code

0723 PT & R Grants and Loans

V6 Modal Coordination Program

Provides technical assistance, coordination and educational materials to the public, WSDOT regional offices, local and regional governments and public transportation providers through the program's modal coordination activities.

V6 01 Management and Support

Work Operations Code

0720 Management and Support

V6 02 Analysis, Technical Assistance and Planning

Work Operations Code

0721 PT & R Technical Support

V6 03 Financial Assistance

Work Operations Code

0723 PT & R Grants and Loans

V7 Statewide Commute Trip Reduction Program

Implements the statewide Commute Trip Reduction Program (CTR), established by the legislature in 1991. Funds are distributed as grants to counties and cities to provide support services to employers that are required to develop CTR programs. Funding also supports Department staff that administer the program and provide technical assistance to the Governor's CTR Task Force, local governments, and private and public organizations with CTR programs.

V7 01 Management and Support

Work Operations Code

0720 Management and Support

V7 Statewide Commute Trip Reduction Program (continued)

V7 02 Analysis, Technical Assistance and Planning

Work Operations Code
0721 PT & R Technical Support

V7 03 Financial Assistance

Work Operations Code
0723 PT & R Grants and Loans

V7 04 Agency Commute Trip Reduction Incentive Program and Awards

Work Operations Code
0642 Incentive Awards
0643 Guaranteed Ride Home - Contracted
0644 Guaranteed Ride Home - Employee Reimbursement
0645 Vanpool Subsidy - Contracted
0646 Vanpool Subsidy - Employee Reimbursement
0647 Transit Pass Subsidy - Contracted
0648 Transit Pass Subsidy - Employee Reimbursement
0649 Parking/Walking/Bicycling/Ride Share - Subsidies
0651 Promotional Expenses
0652 Commuter Bonus - Vanpool
0653 Commuter Bonus - Transit

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PROGRAM SUMMARY AND TITLE

Y RAIL PROGRAMS

The Rail Program manages, coordinates, and supports rail programs the state of Washington. The program provides and promotes rail passenger and rail freight in cooperation with AMTRAK and other rail lines. In addition,.

Y2 Rail Freight Operations

Y2 01 Management and Support

Y2 02 Analysis, Technical Assistance & Planning

Y2 03 Financial Assistance

Y3 Rail Passenger Operations

Y3 01 Management and Support

Y3 02 Analysis, Technical Assistance & Planning

Y3 03 Financial Assistance

Y4 Rail Passenger Capital

Y4 01 Management and Support

Y4 02 Analysis, Technical Assistance & Planning

Y4 03 Financial Assistance

Y5 Rail Freight Capital

Y5 01 Management and Support

Y5 02 Analysis, Technical Assistance and Planning

Y5 03 Rail Purchases

Y5 04 Rail Loans or Grants

Y2 Rail Freight Operations

Implements a program for rail freight coordination, technical assistance and planning by enhancing existing programs, establishing partnerships and preserving essential rail freight service and rail right of way. Develops policies and guidelines for management of rail assistance and rail banking fund, implements projects, prepares and manages the State Freight Rail planning program.

Y2 01 Management and Support

Work Operations Code

0720 Management and Support

Y2 02 Analysis, Technical Assistance and Planning

Work Operations Code

0721 PT & R Technical Support

Y2 03 Financial Assistance

Work Operations Code

0723 PT & R Grants and Loans

Y3 Rail Passenger Operations

Implements a rail passenger program in the state of Washington which includes improvements to service reliability and increased frequency of rail passenger services.

Y3 01 Management and Support

Work Operations Code

0720 Management and Support

Y3 02 Analysis, Technical Assistance and Planning

Work Operations Code

0721 PT & R Technical Support

Y3 03 Financial Assistance

Work Operations Code

0723 PT & R Grants and Loans

Y4 Rail Passenger Capital

Provides for the capital components of the rail passenger program to include track system improvements, purchase/lease agreements and related costs.

Y4 01 Management and Support

Work Operations Code

0720 Management and Support

Y4 02 Analysis, Technical Assistance and Planning

Work Operations Code

0721 PT & R Technical Support

Y4 Rail Passenger Capital (continued)

Y4 03 Financial Assistance

Work Operations Code

0726 Rail Passenger Capital Improvements

Y5 Rail Freight Capital

Implements capital programs to preserve essential light density freight rail lines through right of way purchases or loans/grants to local authorities.

Y5 01 Management and Support

Work Operations Code

0720 Management and Support

Y5 02 Analysis, Technical Assistance and Planning

Work Operations Code

0721 PT & R Technical Support

Y5 03 Rail Purchases

Work Operations Code

0592 Rail Capital Acquisitions

0593 Rail Right of Way Maintenance

Y5 04 Rail Loans or Grants

Work Operations Code

0594 Rail Rehabilitation Loans or Grants

0595 Rail Capital Acquisition Loans or Grants

end

PROGRAM SUMMARY AND TITLE

W Washington State Ferries Construction

This program provides for the capital construction on the vessels and terminals for the Washington State Ferries (WSF).

W4 Washington State Ferries Construction

- W4 01 Preliminary Engineering**
- W4 02 Right of Way**
- W4 03 Construction Engineering**
- W4 04 Construction**
- W4 06 Preservation & Engineering**

X Washington State Ferries Operations and Maintenance Program

This program provides for the operations and maintenance of the Washington State Ferry (WSF) boats and terminals. It contains three major categories: Daily operations of the boats and terminals, maintenance of both, and administrative staff support. The WSF system is the largest in the nation.

X5 Washington State Ferries Operations and

- X5 01 WSF Operations**
- X5 02 Miscellaneous Administrative**
- X5 03 WSF Finance & Administration**
- X5 04 Executive Management**
- X5 06 Maintenance & Engineering**
- X5 07 Payroll Suspense**

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W4 Washington State Ferries Construction

This program implements the construction projects for terminals and vessels that are intended to preserve or enhance WSF assets and keep them safe. Includes all capital costs of providing ferry and terminal assets for the WSF operations and maintenance program (X5).

W4 01 Preliminary Engineering

The work of locating and designing, making surveys and maps, sinking test holes, making foundation investigations, preparing plans, specifications and estimates, center line, Right of Way and incidental construction staking (to the extent such staking is necessary to review construction plans), and related general engineering preparatory to the letting of a contract for construction.

The work may also include traffic counts, studies undertaken to determine traffic demands, holding of public hearings, **preparation** of Right of Way cost estimates, **but not including the appraisal of individual parcels for acquisition purposes**, legal and other costs incidental to the location and design of a highway project as necessary for the future acquisition of the Right of Way.

These engineering costs are generally incurred prior to the date of construction, PS&E approval, or the date construction plan changes are completed prior to the beginning of construction. Approval to proceed with this work is signified by the establishment of a Job Number (work Order/Group) with an "0L" "RL" or "SL" prefix.

Work time and other related costs of preliminary engineering work orders will normally be reported by group 70. Group 70 eliminates the use of control section but must be authorized on the WORD table in TRAINS, and the CSPA table in TRAINS must have 100% engineering split percentage assigned and open. When there are too many control sections to distribute automatically, via group 70, group 01 (through 59) will be set up and use of a control section will be necessary.

Charges to a payable agreement (non-WSDOT labor) will be by group 01 through 59.

Check the WONT table (in TRAINS) for valid sub programs for these Work Operation Codes.

Work Operation Code

0101 General Project Management

Work in support of a preliminary engineering work order. May involve items not generally attributable to direct production of the work order such as supervision, general office operation, correspondence, filing, equipment and office maintenance, computer charges, on job instruction, and conferences (i.e. meeting with Local Agency, etc.)

W4 Washington State Ferries Construction (continued)

W4 01 Preliminary Engineering (continued)

Work Operation Code

0102 Travel To & From the Office to the Job Site

Time charged against a preliminary engineering work order for travel between duty station and work site, and travel between work sites. **In 30 minute increments.**

0103 Training

Time and other costs charged by all personnel attending any formally organized conference or learning session (**training has a class code.**) Includes travel time to and from training sites.

0104 Project Definition / Scoping

The work in gathering and preparing all data for the project definition/scoping process. This includes the preparation of the Project Estimate, Project Summary, Design Decision Summary, and Environmental Review Summary. Also included is the preparation of the project cost benefit analysis to be used in the prioritization and selection process. All work in this Work Operation Code precedes the programming of the project

0105 Early Environmental Scoping

All work necessary to obtain input and information concerning environmental resources and possible affects/impacts of proposed projects. Includes field studies, and consultation and coordination with state and federal resource and regulatory agencies, local governments, tribes, and the public throughout the planning and project definition processes. Also includes preparation of the Draft Environmental Review Summary forms; conducting the Biennial Project Review meetings; and preparation of the Final Environmental Review Summary forms.

0106 Traffic and Accident Data

The work involved in gathering and preparing traffic and accident data for preparation of the design document. Includes collection of field data, preparation of maps, coordination of studies, and traffic data analysis.

W4 Washington State Ferries Construction (continued)

W4 01 Preliminary Engineering (continued)

Work Operation Code

0108 Consultant Selection / Agreement

The recommendation by the Regional Administrator or an Assistant Secretary that a consultant be used to produce all, or a portion of, a preliminary engineering project. Includes all work involved in the general management of Consultant Agreements by the **Consultant Liaison Office**, including negotiations, agreement and supplement requests, writing and reviewing work scopes, invoice processing, meetings with consultants, submittal reviews, compliance reviews, and other services offered to the consultant and to the state as related to consultants. (Does not include design document or PS&E review.)

0110 Prepare Environmental Document

All work involved in the gathering of information necessary for preparation and circulation of the environmental document. Includes the organization of an interdisciplinary team, development of a study plan, meetings of the interdisciplinary team and preparation of the resulting information. Also involves studies and field surveying for documentation of social, economic, and environmental influences of the project such as, but not limited to: air, noise, wetlands, banking sites or water quality studies; compilation of data, reviews, and printing of the environmental document.

0112 Base Map Preparation / Photogrammetry - Design Document

Preparation of the base map to depict preliminary property ownership lines, preliminary alignments, and Right of Way boundaries. Includes fieldwork, and any photogrammetric products required to develop the base map for the design document. Work involved in developing the base map beyond the design stage should be charged to Work Operation Code 0140 — Develop Base Map/Right of Way Plans - PS&E. All surveying work should be charged to Work Operation Code 0156 — Surveying.

0113 Design of Wetland Mitigation Site

Preparation of compensatory wetland mitigation projects from conceptual stage through PS&E. Includes development of reports and plans, negotiations with regulatory agencies, detailed site analysis (e.g. groundwater monitoring), pre-construction site surveys, and development of the PS&E.

W4 Washington State Ferries Construction (continued)

W4 01 Preliminary Engineering (continued)

Work Operation Code

0114 Design Document

The work involved in data preparation, documentation, compilation, and Regional review for the design document. Includes preliminary soils survey; special studies such as Right of Way for drainage ditches, channel changes, special slopes or slope treatment, railway shoofly's, climbing lanes, etc.; landscaping and erosion control proposals or plans; interchange alignments both horizontal and vertical; signing, illumination or signalization plans; and preparation of rest area, viewpoint or scalehouse plans and exhibits. Also includes preparation of the project quantity and cost estimates including those made by support organizations (e.g., Traffic, Utilities, Landscape, Real Estate, etc.).

0115 Value Engineering

All work necessary to conduct Value Engineering studies. Includes project selection, organization of a multidisciplinary team, development of a study plan, preparation, presentation, and evaluations of the resulting information.

0116 Consultant / Local Agency Design Document Review

The review work performed by Olympia Service Center or Regional offices on a Design document package **prepared by non WSDOT personnel**. Includes plans review, environmental reviews and recommendations review.

0118 Pavement and Materials Investigation

The work necessary to produce the soils and materials portions of the design document and PS&E needed to determine the foundation and pavement requirements. Includes preliminary soils survey, resurfacing report, drilling, testing, analysis, documentation and writing of recommendations of existing route and pit materials. Work necessary to accomplish investigation or report for structures should be charged to Work Operation Code 0134 — Foundation Investigation / Design and Detail Structure.

W4 Washington State Ferries Construction (continued)

W4 01 Preliminary Engineering (continued)

Work Operation Code

0120 Design Hearing

The work involved in preparing materials for advertising, scheduling and holding design hearings. Includes gathering briefing and related reports, producing visual aids necessary to assist in depicting design alternatives, readying of the facilities, and documentation of the proceedings.

0122 Circulate Environmental Document and Respond to Comments

The circulation of the environmental document to agencies and the public, and response to their comments. Also preparation, review and approval of FEIS/4(f) and record of decision.

0124 Final Design Document

The preparation and subsequent approval of the design summary based on documentation previously acquired during the design phase and information received at the hearing. Includes review and preparation of hearing comments.

0126 Prepare And Issue Final Environmental Document

The preparation of the final environmental document including 4(f) report (if applicable) in accordance with federal and state laws and regulations.

0128 Department Approval - Corridor / Design

The final Department review and approval of the design summary, and submission of the final design summary and Environmental Impact Statement to FHWA. Includes coordination with FHWA to provide additional data as required.

0130 Bridge or Structure Site Data

The preparation of bridge or structure site data for the project. Includes preparation of a bridge or structure site map, roadway sections, profiles, and the standard transmittal form. Surveying should be charged to Work Operation Code 0156 — Surveying.

W4 Washington State Ferries Construction (continued)

W4 01 Preliminary Engineering (continued)

Work Operation Code

0132 Preliminary Structure

The development and review of the preliminary bridge or special structure layouts by Olympia Service Center Bridge or Project Development and the Regions. Includes production of drawings, calculations and basic configuration of the planned structure, coordination with governmental agencies and railroads to obtain the necessary approvals and permits.

0134 Foundation Investigation / Design and Detail Structure

The detailed design of a bridge or structure. Includes gathering and analysis of sample cores in the structure vicinity and subsequent writing of the soils report for the structure, preparation of final drawings, specifications, special provisions, estimates, and assembly of the PS&E package for the bridge or structure.

0135 Consultant / Local Agency Structure PS&E Review

The review work performed by Olympia Service Center or Regional offices on preliminary or detailed structure layouts of designs **prepared by non WSDOT personnel**. Includes plans review and specification revisions.

0140 Develop Base Map / Right of Way Plans - PS&E

The work required to update the existing base map to a state suitable for use as PS&E plan/profile or Right of Way plan. Includes drafting of alignments, Right of Way lines, drainage and irrigation easements, ultimate and stage reconstruction plans for pits, quarries, stockpiles or waste sites and maps and plans for hardships or other special cases. Also includes title report work, calculation of areas, appraisal work, preparation, review, submission of relocation plans and Right of Way work order authorization.

0142 Earthwork / Drainage

All work required to develop earthwork including profile grades, computer earthwork runs, hand plotted cross sections and other earthwork calculations, and work required to prepare drainage data to be used for PS&E which consists of major drainage facilities, closed drainage systems, and a Olympia Service Center review of design of drainage. Also includes hydraulic design, calculations, computer runs, and quantity and cost

W4 Washington State Ferries Construction (continued)

W4 01 Preliminary Engineering (continued)

Work Operation Code

0144 Access Hearing and Findings

All activities involved in preparing for scheduling, and holding the public access hearing. Includes design and drafting of access plans and preparation of the access report, compilation of the pre-hearing packet, preparation of the access hearing plan, incorporating any changes to the access plans resulting from city/county meetings, and the preparation of the access hearing summary based on the results of the public hearing

0146 Approve Right of Way Plans

The checking of Right of Way plans against technical standards for the project and the preparation of federal Right of Way agreements. Includes Olympia Service Center review, certification to FHWA, and FHWA approval.

0148 Other Agency Permits

The coordination with other government agencies to obtain necessary permits, approvals or franchises for construction.

0149 Access Management

Includes developing an inventory of existing access permits, establishing access management policies and review of access requests by planning and/or design personnel.

All charges for processing access permits shall be charged to Work Operation Code 1433 (Maintenance).

0150 Prepare PS&E

The computation and documentation of earthwork, surfacing, and paving quantities; preparation of drainage, field design (not requiring design by Bridge), and special design items (not covered by the standard plans) profiles, plans and structure notes; calculation of minor items such as guardrail, guide posts, monuments, fencing, slope protection, erosion control, etc.; and development of detours or temporary connections for the PS&E package.

Also includes contract plan drafting, except that drafting of signing, signalization, illumination, and landscape plans should be charged to either Work Operation Code 0152 or 0154.

W4 Washington State Ferries Construction (continued)

W4 01 Preliminary Engineering (continued)

Work Operation Code

0152 Signing, Illumination, Signalization

The preparation and review of the signing, illumination, and signalization on the project.

0154 Landscaping

The preparation and review of the project landscaping

0156 Surveying

Surveying operations necessary to provide detailed field information for production of the plans, specifications, and estimates. Includes surveying operations to stake alignments, to locate and document all topography which will be added to location base maps, to establish and/or check the project data plane and install benchmarks, to measure and record ground configuration, and to develop pit, quarry, and waste site plans. Also includes Right of Way line staking, and field topography for site data.

0158 Agreements and Utility Plans

The design, plans, and engineering for construction agreements with utilities or railroads. Includes auditing of all agreements.

0160 Compile PS&E

The calculation and compilation of quantities, preparation of estimates, project specifications, amendments to the Standard Specifications, general special provisions, and special provisions for inclusion in the final PS&E package.

0162 Regional PS&E Review

The work performed by the Regional office on a PS&E package including reviews, preparation of details, specification writing, and preparing the package for submission to Olympia Service Center (Drafting charges should be charged to Work Operation Code 0150.)

0164 Pre-AD Review

An Olympia Service Center review of pre-PS&E documents and the PS&E within various Olympia Service Center units. Includes performance of the plans-in-hand inspection with FHWA, preparation of data for securing federal funds, and the subsequent approval to expend those funds for a project.

W4 Washington State Ferries Construction (continued)

W4 01 Preliminary Engineering (continued)

Work Operation Code

0166 Consultant / Local Agency PS&E Review

The review work performed by Olympia Service Center or Regional offices on a PS&E package **prepared by non WSDOT personnel**. Includes plans review and revisions, and specification revisions.

0168 Office Copy Review and Approval

The assembly, printing, and subsequent review and approval of the final PS&E documents, agreements, and office copy. Includes Regional, Olympia Service Center, and FHWA reviews.

0193 Agreements

The work involved in making payments to individuals, companies, local agencies, utilities or railroads. This preliminary engineering work is done in accordance with agreements properly set up and identified on the Group Definition (GRUP) table in TRAINS as a payable group, group 01 through 59 (in Group Category 02) **never group 70**.

0199 Bid Period

The work involved in the advertisement of a work order and the preparation and assembly of any addenda required. Includes Olympia Service Center or Regional work in initialization of the addenda and Olympia Service Center or Regional work in preparing.

W4 Washington State Ferries Construction (continued)

W4 02 Right of Way

Payment for land or interest therein acquired for or devoted to transportation purposes. Includes payments for deeds; easements; permits; damages; cost to cure items; court awards; escrow fees; transfer costs; prepayment penalties; and statutory owner evaluation expenses. Also includes land and other site improvements.

Includes other court costs such as attorney fees, expert witness fees, appraisal fees and court awarded interest, filing fees, recording fees, and demand fees, etc., paid to county clerks. Also includes cost of title and ownership reports, advertising and state witness fees.

Includes purchase of land which is excess to the Department's needs. This property is carried as a real property inventory improvement pending disposition and is federal non participating.

Payment for relocation assistance for persons displaced due to purchase of improvements, land or interests therein acquired for or devoted to transportation purposes. Includes replacement housing payments; moving and related expense payments; and costs of professional services rendered to the State as required only by the State's operation processing on a displacement case basis including hearing examiner fees, court reporter fees, expert witness fees, building inspector fees, escrow fees, etc.

Acquisition costs charged to Groups 01 through 59 (Group Category 07) will be **reported by parcel number and control section.**

Agreement charges to Groups 01 through 59 (Group Category 02) will be by control section. Includes persons who evaluate ownership of property and/or property rights and are under contract to the Department.

Work time and other charges incurred and identified as incidental to the actual acquisition of Right of Way and chargeable to group(s) **80 through 89** (Group Category 08) will be reported by control section. Includes employees of WSDOT who evaluate ownership of property and/or property rights, or who negotiate with property owners for the sale of the property.

Check the Work Operation Number (WONT) table (in TRAINS) for valid sub programs for these Work Operation Codes.

W4 Washington State Ferries Construction (continued)

W4 02 Right of Way (continued)

Work Operation Code

0201 General Project Management

Work in support of a Right of Way work order. May involve items not generally attributable to direct production of the work order such as supervision, general office operation, correspondence, filing, equipment and office maintenance, computer charges, on job instruction, and conferences (Conducting title reviews and searches should be charged to Work Operation Code 0220.)

020 Travel To & From the Office to the Job Site

Time charged against a work order for travel between duty station and work site, and travel between work sites. **In 30 minute increments.**

0203 Training

Time and other costs charged by all personnel attending any formally organized conference or learning session (**training has a class code.**) Includes travel time to and from training sites.

0210 Inventory

The maintenance and management of the inventory of department-owned properties; also inspection of inventoried properties.

0211 Rentals

Preparation, monitoring, and management of Rental Agreements or Airspace Leases on department-owned property; also, maintenance of rental property.

0212 Sales

Sale or demolition of properties (real or personal), no longer needed for transportation purposes.

0220 Acquisition - Labor Costs

The negotiation with property owners, government agencies or railroads for acquisition of property. Also includes time spent conducting title reviews and title searches, and maintenance of acquisition status data (via REAMS). Certification of acquisition status for construction advertisement and contract award should be charged to Work Operation Code 0164 — Pre-Ad Review.

W4 Washington State Ferries Construction (continued)

W4 02 Right of Way (continued)

Work Operation Code

- 0221 Acquisition - Other Costs** (report by parcel number.)
All non labor costs directly relating to a parcel number, including payments to title companies and land improvement acquisition costs. Use when reporting to **Groups 01 through 59** (in Group Category 07.)
- 0222 Appraisal**
The appraisal of parcels and the administration of real property appraisal functions including payments to contract fee appraisers. Cost estimates prior to RW work order funding should be charged to Work Operation Code 0140 — Develop Base Map/Right of Way Plans - PS&E.
- 0223 Acquisition-Purchase Surplus of Right of Way** (report by parcel
Federal Non participating.)
All non labor costs of acquiring land which is beyond what the review appraiser has determined to be an “uneconomic remainder.” Use when reporting to Groups **01 through 59** (in Group Category 07.)
- 0224 Appraisal Review**
The review of all appraisals of real property and property rights to be acquired or sold and the establishment of an amount believed to be just compensation.
- 0225 Acquisition Of Wetland Mitigation Site**
All work and costs involved in the selection and acquisition of property that will be used for wetland mitigation sites, including wetland banks and preservation areas. Includes in-office and onsite environmental assessment of potential sites, time spent conducting title reviews and title searches, and maintenance of acquisition status data (via REAMS). Also includes landowner and Realtor contacts, appraisals, negotiations, and the completion of the purchase process.
- 0230 Condemnation / Preparation / Trial**
The work required to schedule and hold trials for property condemnations, to stake Right of Way and property boundaries for field review by jury, to update appraisals, prepare court exhibits and prepare for pre-trial conferences.

W4 Washington State Ferries Construction (continued)

W4 02 Right of Way (continued)

Work Operation Code

0240 Relocation - Labor Costs

The work required to prepare for and provide relocation assistance for eligible parties. (See Work Operation Code 0140 for relocation plan.)

0241 Relocation - Other Costs (report by parcel number.)

The reimbursement to individuals for relocation expenses and replacement housing. Use when reporting to **Groups 01 through 59** (in Group Category 07.)

0250 Right of Way Costs - Agreements (report by payable agreement.)

Payments to individuals, companies, local agencies, utilities, or railroads for Right of Way work done in accordance with agreements properly set up and identified on the Group Definition (GRUP) table in TRAINS as a payable group, **group 01 through 59** (in Group Category 02). **Never Groups 80 through 89.** Report by Payable Agreement and Phase.

W4 Washington State Ferries Construction (continued)

W4 03 Construction Engineering

The work of supervising construction activities, the inspection of construction and related mechanical aspects, e.g. staking necessary to review construction plans together with those staking activities necessary for WSDOT to control construction operations, testing of materials incorporated into construction, checking shop drawings, and measurements for the preparation of progress and final estimates. Construction engineering costs are generally incurred after the contract goes to bid and prior to:

1. The date of completion of the final contract pay estimate and its submission to the contractor.
2. The final date of charges for required material testing.

Work time and other related charges of the construction engineering phase on contracts (Contract prefix - 00, and TransAid prefix - TA or SA) will be reported using group 60, **except for payable agreement charges (non-WSDOT labor.)** Group 60 must be authorized on the Work Order Definition (WORD) table in TRAINS and the Control Section Parcel (CSPA) table must have 100% engineering split percentage assigned and open. When group 60 is used no control section is necessary.

Check the Work Operation Number (WONT) table (in TRAINS) for valid sub programs for these Work Operation Codes.

Work Operation Code

0301 General Project Management

Time required for general management, checking and oversight of the project. Normally allotted to the project manager, their designated assistant, Regional office supervisory personnel, and Olympia Service Center personnel in administering the project. Includes charges not attributable to direct production of the work item, such as general office operations, equipment and office maintenance, and computer charges.

0302 Travel To & From the Office to the Job Site

Time charged against a work order for travel between duty station and work site, and travel between work sites. **In 30 minute increments.**

0303 Training

Time charges by all personnel attending any formally organized conference or learning session (**training has a class code**). Includes travel time to and from training sites.

W4 Washington State Ferries Construction (continued)

W4 03 Construction Engineering (continued)

Work Operation Code

0304 Equal Employment Opportunity and Minority Business Enterprise

Time charged by all personnel for EEO or MBE compliance reviews or other EEO or MBE activities connected with the project. This includes Region and Olympia Service Center personnel as well as project assigned personnel.

0309 General Office Functions

Office activities in the project engineer's office. Includes maintenance of Department employee time and personnel records, contractor payroll, and submittal checking in compliance with the Copeland Regulations and the Davis-Bacon Act, and any reviews conducted to assure compliance with statutes covering prevailing wages and hours of work on public works and on the job employee interviews.

0310 Surveying (Alignment, Elevation, X-Section, Slope Stake)

Surveying operations including: establishing or re-establishing Right of Way or center line staking from reference points; establishing and checking a system of benchmarks; staking, targeting and referencing for photogrammetric control; staking, and recording of ground configuration for roadway and borrow excavation, excavation below grade, embankment, stripping pits and quarries, stockpiles, ditch and channel excavation, etc.

0311 Surveying (Grade Control - Drainage/Sewer Installations; Subsurface, Surface, Paving)

Surveying activities such as staking and referencing, required for proper control of all subsurface drainage, including pipes, culverts, structural plate pipes, arches and underpasses, storm and sanitary sewer lines, manholes, grate inlets, catch basins, and headwalls. Surveying operations directly associated with establishing elevation control so that subgrade, surfacing and paving can be constructed in conformance with the roadway section and tolerance specification. Includes such surveying as staking and measuring of clearing and grubbing limits, staking field design modifications, staking of fencing, monuments, guardrail, curb, etc.

0312 Surveying (Structures)

All surveying operations directly associated with staking and referencing necessary for the proper control of alignment and grade for construction of bridges, over crossings, under crossings, pedestrian crossings, tunnels, abutment walls, retaining walls, and box culverts.

W4 Washington State Ferries Construction (continued)

W4 03 Construction Engineering (continued)

Work Operation Code

0320 Working Drawings, Plan Checking, Data Preparation

Work involved in checking plans and working drawings for accuracy and sufficiency of detail (and making any necessary revisions) and in preparing grade sheets and notes by field personnel. An office engineering function where contract design data is reduced or extended to workable field use form, i.e., tabular form, working drawings, sketches, etc.

0321 Progress and Final Estimates and Records

An office engineering activity where properly documented and certified data upon which the project estimates for payment are based, is assembled, compiled, and catalogued as a permanent or semi-permanent job file. Also includes the progress and final estimates, “as-built” plans, and Materials Lab final documentation.

0322 Preparation of Change Orders

An engineering activity where contract features are modified due to design standard revisions, plan errors, contract changes, contractor’s requests, etc.

0330 Inspection (Earthwork, Drainage, Surface and Paving)

All inspection necessary to ensure conformance of workmanship, methods, and procedures for clearing and grubbing, grading operations and affiliated work. Inspection of drainage features such as pipes, under drain pipes, culverts, structural plate pipes, arches and underpasses, storm and sanitary sewer lines, manholes, grate inlets, catch basins, ditches and channels, excluding materials and density testing. Inspection of: surface treatments, shoulder treatments, all classes of ACP, ATB, CTB, PCC pavement, unfinished cement concrete pavement, and untreated surfacing such as gravel base, ballast, top course, etc.

0331 Inspection (Structures)

All inspection necessary to ensure conformance of workmanship, methods, and procedures for construction of such features as retaining walls, box culverts, bridges, over crossings, under crossings, pedestrian crossings, tunnels, median barrier, cribbing, etc., excluding materials testing.

W4 Washington State Ferries Construction (continued)

W4 03 Construction Engineering (continued)

Work Operation Code

0332 Inspection (General)

All inspection necessary to ensure and document conformance of workmanship, methods, and procedures of all features not classified as either surfacing, paving, structures, earthwork, or drainage. Involves such items as landscaping, rest areas, illumination, channelization, signal systems, signing, utilities, etc., excluding materials testing. Also includes the certification inspection of asphalt or concrete batch plant.

0333 Environmental (Inspection and Surveying)

All inspection and surveying necessary to ensure and document conformance of workmanship, methods, and procedures of all features involved in environmental activities connected with the project (e.g. hazardous waste removal, pollution control, etc.) Does not include inspection and surveying of wetland mitigation sites (refer to Work Operation Code 0334 — Inspection and Surveying of Wetland Mitigation Sites.)

0334 Inspection and Surveying of Wetland Mitigation Sites

All work for the construction phase of compensatory wetland mitigation projects. Includes all WSDOT inspection and consultation during site preparation, excavation, and planting. Includes development of as-built plans and final plant inspection at end of plant establishment period. Does not include biological monitoring of wetland mitigation sites or final delineation and survey to determine permit compliance.

0340 Testing (Earthwork, Surface and Paving, Drainage, Miscellaneous

Testing at the plant or on the roadway on earthwork or aggregated production, untreated surfacing, treated bases (ATB & CTB), asphalt paving (all classes), cement concrete paving including unfinished concrete paving, and earthwork, etc. All testing necessary to ensure conformance with contract specifications on all features not classified as either paving, surfacing or structures. Involves testing on such items as earthwork and any other miscellaneous testing not mentioned above. Also includes all testing by regions and Olympia Service Center Materials Lab. and any other miscellaneous testing not mentioned above.

0341 Testing (Structures)

All testing at the plant or on the roadway for all structures. Includes slump tests, aggregate gradation, moisture determination, yield tests, air tests, cylinder fabrication, backfill gradation, moisture and density tests.

W4 Washington State Ferries Construction (continued)

W4 03 Construction Engineering (continued)

Work Operation Code

0350 Weighing, Dispatching, Receiving

Inspection duties involved in scale operations, preparation of tickets for documentation of materials, and receiving of tickets at the job site.

0351 Field Measurement - Progress and Final

Interim and final measurement and recording required for progress and final estimate quantity determination.

0352 Force Account

Time required for coding of labor, equipment, material, preparation of rates, and assembling of any data necessary for documentation of force account work. Inspection of force account work is to be charged to the appropriate Work Operation Code — 0330, 0331, 0332, 0333 OR 0334.

0361 Agreements - Construction Engineering

All work involved in the general management of Consultant Agreements related to construction services by the **Consultant Liaison Office**, including negotiations, agreement and supplement requests, invoice processing, DRB agreement management, meetings with consultants, submittal reviews, compliance reviews and other services offered to the consultants and to the state as related to consultants.

W4 Washington State Ferries Construction (continued)

W4 04 Construction

All expenditures for the construction phase (payments to prime contractor) will be made using the following Work Operation Codes. Work time and other related costs of construction phase costs on contracts and State Force projects will be reported from the field on the payroll and labor distribution time sheets by Job Number (Work Order/Group) and the appropriate construction phase Work Operation Code.

Check the Work Operation Number (WONT) table in TRAINS for valid sub programs for these Work Operation Codes.

Work Operation Code

0403 Training

Time charges by all personnel attending any formally organized conference or learning session (**training has a class code**). Includes travel time to and from training sites.

0404 Construction (CAPS Payments to Prime Contractors)

Payments to the prime contractor made through the Contract Administration and Payment System (CAPS).

0405 Construction (State Force Work Only)

All construction charges such as State Force work, payments to vendors for materials used, etc., and only State Force labor charges (excluding engineering charges) attributable to direct production of the work items. Use when reporting to Groups 01 through 59 only.

0406 Auditing Services

Costs attributable to auditing construction projects. Use when reporting to Groups 01 through 59 only.

0407 Legal Services

Attorney, and other legal charges related to construction projects. Use when reporting to Groups 01 through 59 only.

0409 Agreements - Construction

Payments to individuals, companies, local agencies, utilities or railroads for construction work done in accordance with agreements properly set up and identified on the GRUP table as a Payable group, **group 01 through 59** (in Group Category 02.)

W4 Washington State Ferries Construction (continued)

W4 06 Preservation and Engineering

Vessel Preservation

Identifies expenditures for labor, materials, miscellaneous expenditures, etc., for vessel maintenance.

Structural

Work Operation Code

9521 Vessel Preservation - Administrative

9522 Vessel Preservation - On Capital Projects

9721 Terminal Preservation - Administrative

9722 Terminal Preservation - On Capital Projects

X5 Washington State Ferries Operations and Maintenance

Provides for the operations and maintenance of the WSF vessels and terminals.

X5 01 Washington State Ferries Operations

Depreciation Expense

Work Operation Code

9440 Depreciation Expense — Vessels - Major Fixed Assets

9441 Depreciation Expense — Terminals - Major Fixed Assets

944 Depreciation Expense — Minor Capital

This is a non-cash expense to record the current portion of the assets of the business which are written off on a scheduled method of depreciation. Refer to the Olympia Service Center - Accounting Services policy for authorized depreciation methods, useful life, and residual value options. These work ops are used in General Ledger Account 6511 and Object Code WA 01.

9443 Depreciation Expense — Leaseholds - Major Fixed Assets

Vessel Above Deck Operations

Work Operation Code

9100 Deck Operations

Identifies expenditures for crew deck labor, fuel, miscellaneous expenditures and issues or materials, etc., for deck operation of the fleet.

Vessel Below Deck Operations

Work Operation Code

9101 Engine Operations

Identifies expenditures for engine labor, vessel parts, miscellaneous expenditures and issues of materials, etc., for engine room operation of the fleet.

X5 Washington State Ferries Operations and Maintenance(Continued)

X5 01 Washington State Ferries Operations (continued)

Operations Management

Work Operation Code

9103 Terminal Area Manager (Only)

Identifies expenditures for labor, miscellaneous expenditures and issues of materials, etc. for the coordination of day to day operation of the terminals.

9104 Terminal Agents

Identifies expenditures for labor, miscellaneous expenditures and issues of materials, etc. for the coordination of day to day operation of the terminals.

9105 Revenue Collection Costs

Identifies expenditures for labor, miscellaneous expenditures and issues of materials, etc. for revenue collection at the terminals.

9106 Traffic Control Costs

Identifies expenditures for labor, miscellaneous expenditures and issues of materials, etc. for traffic control at the terminals.

9107 Vessel Operations Management and Support

Identifies expenditures for labor, miscellaneous expenditures, etc., for overhead for vessel operations.

9108 Terminal Operations Management and Support

Identifies expenditures for labor, miscellaneous expenditures and issues of materials, etc. for overhead for terminal operations.

X5 Washington State Ferries Operations and Maintenance(Continued)

X5 02 Miscellaneous Administrative

Consumable Inventory (SA System)

All of the following transactions must be processed through the Materials and Supplies system. They may not be directly entered into TRAINS.

Work Operation Code

9450 Consumable Inventory — Receipts

Debit 1100 (system generated): The necessary transaction to place an item of consumable inventory into the stores system for later issue. Includes other related costs such as sales tax and shipping. Offset with a payable account (I500 system generated).

9451 Consumable Inventory — Issues

Credit 1100: The system generated transaction to transfer an item of consumable inventory into usage and decrease the balance of the stores inventory system when an issue ticket is processed.

9465 Consumable Inventory — Write Off

Used to record the change to inventory value due to obsolescence or lower market price. Object account EA 14, offset with EA 18 (an expense which does not affect the value of inventory).

9466 Consumable Inventory — Over/Short

The system generated transaction to recognize the correct valuation of inventory due to a physical inventory. Object account EA 15, may be a debit or credit and increases or decreases the balance of the inventory, offset with EA 18 (an expense which does not affect the value of inventory).

9467 Budgeted Changes in Consumable Inventory

X5 Washington State Ferries Operations and Maintenance(Continued)

X5 02 Miscellaneous Administrative (continued)

Fuel Inventory

Work Operation Code

9410 Purchase Fuel

The expenditure necessary to purchase fuel to be placed into inventory for later issue. Includes other related costs such as sales tax and shipping. Offset with a payable account.

9420 Issues to WSF Vessels — Fuel

This is a credit to the Fuel Inventory asset account.

9425 Budgeted Changes in Fuel Inventory

Accounts Payable — Materials

Work Operation Code

9460 Payments to Vendors for Consumable Inventory Purchases

When paying the vendor through TRAINS for orders established in the 'SA' System, code the order number, no object, and the BS Account I500.

Accounts Payable — Fuel

Work Operation Code

9430 Payments to Vendors for Fuel Inventory Purchases

This is a debit to the payable account for fuel purchases

X5 Washington State Ferries Operations and Maintenance(Continued)

X5 03 Washington State Ferries Finance and Administration

Work Operation Code

9000 Finance and Administration

Identifies expenditures for labor, supplies, miscellaneous expenditures, etc., for the finance and administration function.

X5 04 Executive Management

Work Operation Code

9011 Executive Management and Support

Identifies expenditures for labor, supplies, miscellaneous expenditures, etc., for the executive staff function.

X5 Washington State Ferries Operations and Maintenance(Continued)

X5 06 Maintenance and Engineering

Vessel Maintenance

Identifies expenditures for labor, materials, miscellaneous expenditures, etc., for vessel maintenance.

Work Operation Code

9201 General

9202 Structural Hull

9203 Houses & Interior Bulkheads

9204 Sideports, Doors, Hatches, Manholes

9205 Hull Fittings

9206 Deck Coverings

9207 Insulation, Linings & Battens

9208 Kingposts, Booms, Masts, Davits

9209 Rigging & Lines

9210 Ground Tackle

9211 Piping - Hull Systems

9212 Air Conditioning, Heating & Ventilation

9213 Fire Detection & Extinguishing

9214 Painting & Cementing

9216 Lifesaving Equipment

9217 Commissary Spaces

9218 Utility Spaces & Workshops

9219 Furniture & Furnishings

9220 Plumbing Fixtures & Accessories

X5 Washington State Ferries Operations and Maintenance(Continued)

X5 06 Maintenance and Engineering

Vessel Maintenance

Work Operation Code

9221 Hardware

9222 Protective Coverings

9223

9224 Name Plates, Notices & Markings

9225 Joiner Work & Interior Decoration

9226

9227 Container Stowage & Handling

9229

9230 Rip-out

9231 Steel Plate & Shapes Bulk

**9235 Services- (Firewatch, Riggers, Toolroom, Transportation,
Clean-up, etc).**

9250 Main & Auxiliary Machinery

9252 Reduction Gears - Main Propulsion

9253 Main Shafting, Bearings & Propeller

9256 Fuel Oil System

9257

9258 Sea Water Systems

9259 Fresh Water System

9263 Steam & Exhaust Systems

9264 Machinery Space Ventilation

9265 Air Conditioning Refrigeration Equipment

X5 Washington State Ferries Operations and Maintenance(Continued)

X5 06 Maintenance and Engineering

Vessel Maintenance

Work Operation Code

- 9270 Pollution Abatement Systems & Equipment**
- 9271 Tank Level Indicators**
- 9272 Compressed Air Systems**
- 9273 Pumps**
- 9274 General Requirements for Machinery Pressure**
- 9275 Piping System**
- 9276 Emergency Generator Engine**
- 9278 Tanks - Miscellaneous**
- 9279 Ladders, Gratings, Floor Plates, Platforms & Walkways in Mac**
- 9281 Hull Machinery**
- 9282 Warranty**
- 9285 Instruments Miscellaneous Gauge Boards - Mechanical**
- 9287 Electrical Systems, General**
- 9288 Generators**
- 9289 Switchboards**
- 9290 Electrical Distribution**
- 9291 Auxiliary Motors & Controls**
- 9292 Lighting**
- 9293 Radio Equipment**
- 9294 Navigation Equipment**
- 9295 Interior Communications**

X5 Washington State Ferries Operations and Maintenance(Continued)

X5 06 Maintenance and Engineering

Vessel Maintenance

Work Operation Code

- 9296 Storage Batteries**
- 9299 Centralized Engine Room & Bridge Control**
- 9518 Foreman Duties - Vessels**
- 9519 Leadman Duties - Vessels**
- 9670 Hazardous Waste — Oil Spill and Cleanup — Vessels**
- 9671 Non Skid Painting — Vessels**
- 9672 Asbestos Removal — Vessels**
- 9673 USCG Annual Inspection**
- 9674 USCG 835 Work**
- 9675 Shipyard Competent Person Meetings**
- 9676 Shipyard Competent Person Duties**
- 9677 Mask Repair / Fit Tests / Filter Issues**
- 9678 Life Rafts**
- 9679 Car Blocks**
- 9680 General — Safety — Vessels**

Administration — Vessels

Work Operation Code

- 9690 Lay-up Meeting**

X5 Washington State Ferries Operations and Maintenance(Continued)

X5 06 Maintenance and Engineering

Miscellaneous — ACCOUNTING USE ONLY

Work Operation Code

9699 Vessel Maintenance (ACCOUNTING USE ONLY)

These are the labor costs associated with vessel maintenance and engineering which cannot be identified to other work operations numbers.

Terminal Maintenance

Work Operation Code

9721 Terminal Preservation - Administration

9722 Terminal Preservation - Capital Projects

9760 Eagle Harbor Maintenance

Administration

Work Operation Code

9810 EAC Safety Meeting

9811 Eagle Harbor Training

9812 Night Watchman

9813 Eagle Harbor Vacation, Holidays, Sick Leave, etc.

9815 Eagle Harbor Foreman Duties - Terminals

9816 Leadman Duties - Terminals

X5 Washington State Ferries Operations and Maintenance(Continued)

X5 06 Maintenance and Engineering

Terminal Maintenance Management & Support

Miscellaneous — ACCOUNTING USE ONLY

Work Operation Code

9849 Terminal Maintenance (ACCOUNTING USE ONLY)

These are the labor costs associated with vessel maintenance and engineering which cannot be identified to other work operations numbers.

Lay-up

Work Operation Code

9860 Vessel Lay-up

Identifies labor costs associated with vessel engineers when the vessel is in lay-up status.

Vessel Maintenance Administration

Work Operation Code

9870 Vessel Maintenance Management and Support

Identifies expenditures for labor, materials, miscellaneous expenditures, etc., for general vessel maintenance engineering support.

Terminal Maintenance Management & Support

Work Operation Code

9880 Terminal Maintenance Management & Support

X5 Washington State Ferries Operations and Maintenance(Continued)

X5 07 Payroll Suspense Account

Work Operation Code

9991 Payroll Suspense

9996 Bad Debt Expense

PROGRAM SUMMARY AND TITLE

Z HIGHWAYS and LOCAL PROGRAMS

Highways and Local Programs assists local agencies, including cities, counties, transit agencies, Indian Tribes, and other state and federal agencies in obtaining federal funds to plan and improve transportation facilities and equipment. Additionally, Highways and Local Programs assists transit and other agencies in obtaining state funds to improve transportation facilities and services.

Highways and Local Program's mission is to:

Provide a transportation team that meets the mobility needs of the people and products of Washington.

Some of the ways this may be accomplished:

Optimize federal and state funds distributed to eligible agencies;

Provide technical services on design, construction, and operations;

Provide engineering and technical training opportunities; and

Provide information on new technology innovations, and efficiencies.

Z1 Highways and Local Programs Management

Z1 01 Preliminary Engineering

Z1 06 Management and Support

Z2 Highways and Local Programs Construction —

Z2 01 Preliminary Engineering

Z2 02 Right Of Way

Z2 03 Construction Engineering

Z2 04 Construction

Z6 Wahkiakum County Ferry - Operating Subsidy

Z6 04 Structures

Z1 Highways and Local Programs Management and Support

Provides for Department of Transportation management and support of local transportation improvement projects.

Olympia Service Center — Assistant Secretary for Highways and Local Programs Service Center, Highways and Local Programs Engineer and staff, Washington Technology Transfer Center staff, Funding Allocation Manager and staff, Administrative Officer, and systems support staff.

Regions — Regional Local Programs Engineer and Assistants.

Z1 01 Preliminary Engineering

Work Operation Code

0101 General Project Management

Z1 06 Management and Support

Work Operation Code

0732 Highways and Local Programs Management

Note: Refer to the job number for control section requirements.

01-39 County Designation (01 Adams through 39 Yakima)

0100CY-3900CY-----	County Projects
0100CT-3900CT-----	City/Other Projects
-	
5000SW-----	Statewide Projects

Z2 Construction — Off State System

Construction of transportation projects that are not part of the state highway system. Primarily pass-through funds allocated to local agencies to finance roadway construction projects.

Z2 01 Preliminary Engineering

The work of locating and designing, making surveys and maps, sinking test holes, making foundation investigations, preparing plans, specifications and estimates, center line, right of way and incidental construction staking (to the extent such staking is necessary to review construction plans), and related general engineering preparatory to the awarding of a contract for construction.

The work may also include traffic counts, studies undertaken to determine traffic demands, holding of public hearings, preparation of right of way cost estimates but not including the appraisal of individual parcels for acquisition purposes, legal and other costs incidental to the location and design of a transportation project.

These engineering costs are generally incurred prior to the date of construction, and are collected on work orders having a “TA”, “SL” or “OL” prefix.

Refer to the Work Order Manual for appropriate coding.

Check the WONT table in TRAINS for valid sub programs for these work operation codes.

Work Operation Code

0101 General Project Management

Work in support of a preliminary engineering work order. May involve items not generally attributable to direct production of the work order such as supervision, general office operation, correspondence, filing, equipment and office maintenance, computer charges, on job instruction, and conferences.

Z2 Construction — Off State System (Continued)

Z2 01 Preliminary Engineering (Continued)

Work Operation Code

0102 Travel To & From the Office to the Job Site

Time charged against a Preliminary Engineering work order (location job) for travel between duty station and work site, and travel between work sites. In 30 minute increments.

0103 Training

Time and other costs charged by all personnel attending any formally organized conference or learning session (training has a class code). Includes travel time to and from training sites.

0104 Project Definition / Scoping

The work in gathering and preparing all data for the project definition / scoping process. This includes the preparation of the Project Estimate, Project Summary, Design Decision Summary, and Environmental Review Summary. Also included is the preparation of the project cost benefit analysis to be used in the prioritization and selection process. All work in this Work Operation Code precedes the programming of the project.

0105 Early Environmental Scoping

All work necessary to obtain input and information concerning environmental resources and possible affects/impacts of proposed projects. Includes field studies, and consultation and coordination with state and federal resource and regulatory agencies, local governments, tribes, and the public throughout the planning and project definition processes. Also includes preparation of the Draft Environmental Review Summary forms; conducting the Biennial Project Review meetings; and preparation of the Final Environmental Review Summary forms.

0106 Traffic and Accident Data

The work involved in gathering and preparing traffic and accident data for preparation of the design document. Includes collection of field data, preparation of maps, coordination of studies, and traffic data analysis.

Z2 Construction — Off State System (Continued)

Z2 01 Preliminary Engineering (Continued)

Work Operation Code

0108 Consultant Selection / Agreement

The recommendation by the Regional Administrator or an Assistant Secretary that a consultant be used to produce all, or a portion of, a preliminary engineering project. Includes all work involved in the general management of Consultant Agreements by the **Consultant Liaison Office**, including negotiations, agreement and supplement requests, writing and reviewing work scopes, invoice processing, meetings with consultants, submittal reviews, compliance reviews, and other services offered to the consultant and to the state as related to consultants. (Does not include design document or PS&E review.)

0110 Prepare Environmental Document

All work involved in the gathering of information necessary for preparation and circulation of the draft environmental path document. Includes the organization of an interdisciplinary team, development of a study plan, meetings of the interdisciplinary team and preparation of the resulting information. Also involves studies and field surveying for documentation of social, economic, and environmental influences of the project such as, but not limited to: air, noise, wetlands, banking sites or water quality studies; compilation of data, reviews, and printing of draft environmental path document.

0112 Base Map Preparation / Photogrammetry - Design Document

Preparation of the base map to depict preliminary property ownership lines, preliminary alignments, and right of way boundaries. Includes surveying, fieldwork, and any photogrammetric products required to develop the base map for the design document. Work involved in developing the base map beyond the design stage should be charged to Work Operation Code 0140 — Develop Base Map/Right of Way Plans - PS&E.

0113 Design of Wetland Mitigation Site

Preparation of compensatory wetland mitigation projects from conceptual stage through PS&E. Includes development of reports and plans, negotiations with regulatory agencies, detailed site analysis (e.g. groundwater monitoring), pre-construction site surveys, and development of the PS&E.

Z2 Construction — Off State System (Continued)

Z2 01 Preliminary Engineering (Continued)

Work Operation Code

0114 Design Document

The work involved in data preparation, documentation, compilation, and Region review for the design document. Includes preliminary soils survey; special studies such as right of way for drainage ditches, channel changes, special slopes or slope treatment, railway shoofly's, climbing lanes, etc.; landscaping and erosion control proposals or plans; interchange alignments both horizontal and vertical; signing, illumination or signalization plans; and preparation of rest area, viewpoint or scalehouse plans and exhibits. Also includes preparation of the project quantity and cost estimates including those made by support organizations (i.e., Traffic, Utilities, Landscape, Right of Way, etc.).

0116 Consultant / Local Agency Design Document Review

The review work performed by Olympia Service Center or Regional offices on a Design document package prepared by non WSDOT personnel. Includes plans review, environmental reviews and recommendations review.

0118 Pavement and Materials Investigation

The work necessary to produce the soils and materials portions of the design document and PS&E as well as that portion of the PS&E needed to determine the exact foundation and pavement requirements. Includes preliminary soils survey, resurfacing report, drilling, testing, analysis, documentation and writing of recommendations of existing route and pit materials. Work necessary to accomplish investigation or report for structures should be charged to Work Operation Code 0134 — Foundation Investigation/Design and Detail Structure.

0120 Design Hearing

The work involved in preparing materials for advertising, scheduling and holding the design pre-hearing and hearing. Includes gathering briefing and related reports, producing visual aids necessary to assist in depicting design alternatives and configurations, scheduling and readying of the facilities, and documentation of the procedures.

0122 Circulate Environmental Document and Respond to Comments

The circulation of the draft environmental document to agencies and the public, and response to their comments. Also preparation, review and approval of FEIS/4(f) and record of decision.

Z2 Construction — Off State System (Continued)

Z2 01 Preliminary Engineering (Continued)

Work Operation Code

0124 Final Design Document

The preparation and subsequent approval of the design summary based on documentation previously acquired during the design phase and information received at the hearing. Includes review and preparation of hearing comments.

0126 Prepare and Issue Final Environmental Document

The preparation of the final environmental impact document including 4(f) report (if applicable) in accordance with federal and state laws and regulations.

0128 Department Approval — Corridor/Design

The final Department review and approval of the design summary, and submission of the final design summary and Environmental Impact Statement to FHWA. Includes coordination with FHWA to provide additional data as required.

0130 Bridge or Structure Site Data

The preparation of bridge or structure site data for the project. Includes field topographic work, preparation of a bridge or structure site map, roadway sections, profiles, and the standard transmittal form.

0132 Preliminary Structure

The development and review of the preliminary bridge or special structure layouts by Olympia Service Center Bridge or Project Development and the Regions. Includes production of drawings, calculations and basic configuration of the planned structure, coordination with governmental agencies and railroads to obtain the necessary approvals and permits.

0134 Foundation Investigation/Design and Detail Structure

The detailed design of a bridge or structure. Includes gathering and analysis of sample cores in the structure vicinity and subsequent writing of the soils report for the structure, preparation of final drawings, specifications, special provisions, estimates, and assembly of the PS&E package for the bridge or structure.

Z2 Construction — Off State System (Continued)

Z2 01 Preliminary Engineering (Continued)

Work Operation Code

0135 Consultant / Local Agency Structure PS&E Review

The review work performed by Olympia Service Center or Regional offices on preliminary or detailed structure layouts of designs prepared by non WSDOT personnel. Includes plans review and specification rewriting.

0140 Develop Base Map / Right of Way Plans - PS&E

The work required to update the existing base map to a state suitable for use as PS&E plan/profile or Right of way plan. Includes drafting of alignments, Right of way lines, drainage and irrigation easements, ultimate and stage reconstruction plans for pits, quarries, stockpiles or waste sites and maps and plans for hardships or other special cases. Also includes title report work, calculation of areas, preparation, review, submission of relocation plans and Right of way work order number authorization.

0142 Earthwork / Drainage

All work required to develop preliminary earthwork including preliminary profile grades, computer earthwork runs, hand plotted cross sections and other earthwork calculations, and work required to prepare preliminary drainage data to be used for PS&E which consists of major drainage facilities, closed drainage systems, and an Olympia Service Center review of preliminary design of drainage. Also includes hydraulic design, calculations, computer runs, and quantity and cost calculations when design alternatives are proposed.

0146 Approve Right of way Plans

The checking of right of way plans against technical standards for the project and the preparation of federal right of way agreements. Includes OSC review, certification to FHWA, and FHWA approval.

0148 Other Agency Permits

The coordination with other government agencies to obtain necessary permits, approvals or franchises for construction.

Z2 Construction — Off State System (Continued)

Z2 01 Preliminary Engineering (Continued)

Work Operation Code

0150 Prepare PS&E

The computation and documentation of earthwork, surfacing, and paving quantities; preparation of drainage, field design (not requiring design by Bridge), and special design items (not covered by the standard plans) profiles, plans and structure notes; calculation of minor items such as guardrail, guide posts, monuments, fencing, slope protection, erosion control, etc.; and development of detours or temporary connections for the PS&E package.

Also includes contract plan drafting, except that drafting of signing, signalization, illumination, and landscape plans should be charged to either Work Operation Code 0152 or 0154.

0152 Signing, Illumination, Signalization

The preparation and review of pre-PS&E and complete PS&E for signing, illumination, and signalization on the project.

0154 Landscaping

The preparation and review of pre-PS&E and complete PS&E for project landscaping.

0156 Surveying

Surveying operations necessary to provide detailed field information for production of the plans, specifications, and estimates. Includes surveying operations to stake alignments, to locate and document all topography which will be added to location base maps, to establish and/or check the project data plane and install benchmarks, to measure and record ground configuration, and to develop pit, quarry, and waste site plans. Also includes right of way line staking.

0158 Agreements and Utility Plans

The preliminary design, preparation of plans, and engineering of construction agreements with utilities or railroads. Includes auditing of all agreements.

0160 Compile PS&E

The calculation and compilation of quantities, preparation of estimates, project specifications, amendments to the Standard Specifications, general special provisions, and special provisions for inclusion in the PS&E package.

Z2 Construction — Off State System (Continued)

Z2 01 Preliminary Engineering (Continued)

Work Operation Code

0162 Region PS&E Review

The work performed by the Regional office on a PS&E package including reviews, preparation of details not done correctly, specifications rewriting, and preparing the package for submission to the Olympia Service Center (Drafting charges should be charged to Work Operation Code 0150).

0164 Pre-AD Review

An Olympia Service Center review of pre-PS&E documents and the PS&E within various Olympia Service Center units. Includes performance of the plans-in-hand inspection with FHWA, preparation of data for securing federal funds, and the subsequent approval to expend those funds for a project.

0166 Consultant / Local Agency PS&E Review

The review work performed by Olympia Service Center or Regional offices on a PS&E package prepared by non WSDOT personnel. Includes plans review, preparation of details not properly made and specification rewriting.

0168 Office Copy Review and Approval

The assembly, printing, and subsequent review and approval of the final PS&E documents, agreements, and office copy. Includes Regional, Olympia Service Center, and FHWA reviews.

0193 Agreements

Payments to individuals, companies, local agencies, utilities or railroads for preliminary engineering work done in accordance with agreements properly set up and identified on the GRUP table as a payable group. Refer to the Work Order Manual for proper coding.

0199 Bid Period

The advertisement of a work order and the preparation and assembly of any addenda required. Includes Olympia Service Center or Regional work in initialization addenda and Olympia Service Center or Regional work in preparing.

Z2 Construction — Off State System (Continued)

Z2 02 Right of Way

Payment for land or interest therein acquired for or devoted to Transportation purposes. Includes payments for deeds; easements; permits; damages; cost to cure items; court awards; escrow fees; transfer costs; prepayment penalties; and statutory owner evaluation expenses. Also includes land and other site improvements not to be carried as a real property inventory improvement pending disposition, such as: well, septic systems, concrete paving, etc..

Other court costs including attorney fees, expert witness fees, appraisal fees and court awarded interest, filing fees, recording fees, and demand fees, etc., paid to county clerks. Also includes cost of title and ownership reports, advertising and state witness fees.

Includes purchase of land which is excess to Transportation needs. This property is carried as a real property inventory improvement pending disposition and is federal non participating.

Payment for relocation assistance of persons displaced due to purchase of improvements, land or interests therein acquired for or devoted to transportation purposes. Includes replacement housing payments; moving and related expense payments; and costs of professional services rendered to the State as required only by the State's operation processing on a displacement case basis including hearing examiner fees, court reporter fees, expert witness fees, building inspector fees, escrow fees, etc..

Acquisition of Right of Way by local agencies does not require parcel numbers. Cost for acquisition by state forces will be reported by parcel number. All costs will be reported by control section.

Right of Way costs may be reported on Work Orders with a "TA" or "RW" prefix. Refer to the Work Order Manual for proper coding.

Z2 Construction — Off State System (Continued)

Z2 02 Right of Way (Continued)

Work Operation Code

0201 General Project Management

Work in support of a right of way work order. May involve items not generally attributable to direct production of the work order such as supervision, general office operation, correspondence, filing, equipment and office maintenance, computer charges, on job instruction, and conferences (Conducting title reviews and searches should be charged to Work Operation Code 0220)

0202 Travel To & From the Office to the Job Site

Time charged against a location job for travel between duty station and work site, and travel between work sites. In 30 minute increments.

0203 Training

Time and other costs charged by all personnel attending any formally organized conference or learning session (training has a class code). Includes travel time to and from training sites.

0210 Inventory

The maintenance and management of the inventory of department-owned properties; also inspection of inventoried properties.

0212 Sales

Sale or demolition of properties (real or personal), no longer needed for transportation purposes.

0220 Acquisition — Labor Costs

The negotiation with property owners, government agencies or railroads for acquisition of property. Also includes time spent conducting title reviews and title searches, and maintenance of acquisition status data (via REAMS). Certification of acquisition status for construction advertisement and contract award should be charged to Work Operation Code 0164 — Pre-Ad Review.

Z2 Construction — Off State System (Continued)

Z2 02 Right of Way (Continued)

Work Operation Code

- 0221 Acquisition — Other Costs** (report by parcel number)
All non labor costs directly relating to acquisition, including payments to title companies and land improvement acquisition costs.
- 0222 Appraisal**
The appraisal and administration of real property appraisal including payments to contract fee appraisers. Cost estimates for R/W job number funding should be charged to Work Operation Code 0140 — Develop Base Map/Right of Way Plans - PS&E.
- 0224 Appraisal Review**
The review of all appraisals of real property and property rights to be acquired or sold and the establishment of an amount believed to be just compensation.
- 0225 Acquisition Of Wetland Mitigation Site**
All work and costs involved in the selection and acquisition of property that will be used for wetland mitigation sites, including wetland banks and preservation areas. Includes in-office and onsite environmental assessment of potential sites, time spent conducting title reviews and title searches, and maintenance of acquisition status data (via REAMS). Also includes landowner and Realtor contacts, appraisals, negotiations, and the completion of the purchase process.
- 0230 Condemnation / Preparation / Trial**
The work required to schedule and hold trials for property condemnations,
to stake right of way and property boundaries for field review by jury, to update appraisals, prepare court exhibits and prepare for pre-trial conferences.
- 0240 Relocation — Labor Costs**
The work required to prepare for and provide relocation assistance for eligible parties. (See Work Operation Code 0140 for relocation plan.)
- 0241 Relocation — Other Costs** (report by parcel number)
The reimbursement to individuals for relocation expenses and replacement housing.

Z2 Construction — Off State System (Continued)

Z2 02 Right of Way (Continued)

Work Operation Code

0250 Right of Way Costs — Agreements (report by payable agreement)

Payments to individuals, companies, local agencies, utilities, or railroads for right of way work done in accordance with agreements properly set up and identified on the GRUP table as a payable. Report by payable agreement and phase.

Z2 03 Construction Engineering

The work of supervising construction activities, the inspection of construction and related mechanical aspects, e.g. staking necessary to review construction plans together with those staking activities necessary for WSDOT to control construction operations, testing of materials incorporated into construction, checking shop drawings, and measurements for the preparation of progress and final estimates. Construction engineering costs are generally incurred after the contract goes to ad.

Refer to the Work Order Manual for appropriate coding.

Check the WONT table (in TRAINS) for valid sub programs for these work operation codes.

Work Operation Code

0301 General Project Management

Time required for general management, checking and overseeing of the project. Normally allotted to the project manager, their designated assistant, Regional office supervisory personnel, and Olympia Service Center personnel in administering the project. Includes charges not attributable to direct production of the work item, such as general office operations, equipment and office maintenance, and computer charges. *NOT TO BE USED IN LIEU OF MORE APPROPRIATE WORK OPERATION CODES*

0302 Travel To & From the Office to the Job Site

Time charged against a location job for travel between duty station and work site, and travel between work sites. In 30 minute increments.

Z2 Construction — Off State System (Continued)

Z2 03 Construction Engineering (Continued)

Work Operation Code

0303 Training

Time charges by all personnel attending any formally organized conference or learning session (training has a class code). Includes travel time to and from training sites.

0304 Equal Employment Opportunity and Minority Business

Time charged by all personnel for EEO or MBE compliance reviews or other EEO or MBE activities connected with the project. This includes Region and Olympia Service Center personnel as well as project assigned personnel.

0309 General Office Functions

Office activities in the project engineer's office. Includes maintenance of Department employee time and personnel records, contractor payroll, and submittal checking in compliance with the Copeland Regulations and the Davis-Bacon Act, and any reviews conducted to assure compliance with statutes covering prevailing wages and hours of work on public works and on the job employee interviews.

0310 Surveying (Alignment, Elevation, X-Section, Slope Stake)

Surveying operations including: establishing or re-establishing right of way or center line staking from reference points; establishing and checking a system of bench marks for a plan datum plane; staking, targeting and referencing for photogrammetric control; staking, and recording of ground configuration for roadway and borrow excavation, excavation below grade, embankment, stripping pits and quarries, stockpiles, ditch and channel excavation, etc..

Z2 Construction — Off State System (Continued)

Z2 03 Construction Engineering (Continued)

Work Operation Code

0311 Surveying (Grade Control — Drainage/Sewer Installations; Subsurface, Surface, Paving)

Surveying activities such as staking and referencing, required for proper control of all subsurface drainage, including pipes, culverts, structural plate pipes, arches and underpasses, storm and sanitary sewer lines, manholes, grate inlets, catch basins, and headwalls. Surveying operations directly associated with establishing elevation control so that subgrade, surfacing and paving can be constructed in conformance with the roadway section and tolerance specification. Includes such surveying as staking and measuring of clearing and grubbing limits, staking field design modifications, staking of fencing, monuments, guardrail, curb, etc.

0312 Surveying (Structures)

All surveying operations directly associated with staking and referencing necessary for the proper control of alignment and grade for construction of bridges, over crossings, under crossings, pedestrian crossings, tunnels, abutment walls, retaining walls, and box culverts.

0320 Working Drawings, Plan Checking, Data Preparation

Work involved in checking plans and working drawings for accuracy and sufficiency of detail and in preparing grade sheets and notes by field personnel. An office engineering function where contract design data is reduced or extended to workable field use form, i.e., tabular form, working drawings, sketches, etc. Also includes redesign work necessary to correct the contract plans.

0321 Progress and Final Estimates and Records

An office engineering activity where properly documented and certified data upon which the project estimates for payment is based, is assembled, compiled, and catalogued as a permanent or semi-permanent job file. Also includes the progress and final estimates, “as-built” plans, and Materials Lab final documentation.

0322 Preparation of Change Orders

An engineering activity whereby contract features are modified due to design standard revisions, plan errors, contract changes, contractor’s requests, etc..

Z2 Construction — Off State System (Continued)

Z2 03 Construction Engineering (Continued)

Work Operation Code

0330 Inspection (Earthwork, Drainage, Surface and Paving)

All inspection necessary to ensure conformance of workmanship, methods, and procedures for clearing and grubbing, grading operations and affiliated work . Inspection of drainage features such as pipes, underdrain pipes, culverts, structural plate pipes, arches and underpasses, storm and sanitary sewer lines, manholes, grate inlets, catch basins, ditches and channels, excluding materials and density testing. Inspection of: surface treatments, shoulder treatments, all classes of ACP, ATB, CTB, PCC pavement, unfinished cement concrete pavement, and untreated surfacing such as gravel base, ballast, top course, etc.

0331 Inspection (Structures)

All inspection necessary to ensure conformance of workmanship, methods, and procedures for construction of such features as retaining walls, box culverts, bridges, over crossings, under crossings, pedestrian crossings, tunnels, median barrier, cribbing, etc., excluding materials testing.

0332 Inspection (General)

All inspection necessary to ensure and document conformance of workmanship, methods, and procedures of all features not classified as either surfacing, paving, structures, earth work, or drainage. Involves such items as landscaping, rest areas, illumination, channelization, signal systems, signing, utilities, etc., excluding materials testing. Also includes the certification inspection of asphalt or concrete batch plant.

0333 Environmental (Inspection and Surveying)

All inspection and surveying necessary to ensure and document conformance of workmanship, methods, and procedures of all features involved in environmental activities connected with the project, (e.g. hazardous waste removal, wetlands mitigation measures, pollution control, etc.).

0334 Inspection and Surveying of Wetland Mitigation Sites

All work for the construction phase of compensatory wetland mitigation projects. Includes all WSDOT inspection and consultation during site preparation, excavation, and planting. Includes development of as-built plans and final plant inspection at end of plant establishment period. Does not include biological monitoring of wetland mitigation sites or final delineation and survey to determine permit compliance.

Z2 Construction — Off State System (Continued)

Z2 03 Construction Engineering (Continued)

Work Operation Code

0340 Testing (Earthwork, Surface and Paving, Drainage,

Testing at the plant or on the roadway on earthwork or aggregated production, untreated surfacing, treated bases (ATB & CTB), asphalt paving (all classes), cement concrete paving including unfinished concrete paving, and earthwork, etc.

All testing necessary to ensure conformance with contract specifications on all features not classified as either paving, surfacing or structures. Involves testing on such items as earthwork and any other miscellaneous testing not mentioned above. Also includes all testing by regions and OSC Materials Lab. and any other miscellaneous testing not mentioned above.

0341 Testing (Structures)

All testing at the plant or on the roadway for all structures. Includes slump tests, aggregate gradation, moisture determination, yield tests, air tests, cylinder fabrication, backfill gradation, moisture and density tests.

0350 Weighing, Dispatching, Receiving

Inspection duties involved in scale operations, preparation of tickets for documentation of materials, and receiving of tickets at the job site.

0351 Field Measurement — Progress and Final

Interim and final measurement and recording thereof required for progress and final estimate quantity determination.

0352 Force Account

Time required for coding of labor, equipment, material, preparation of rates, and assembling of any data necessary for documentation of force account work. Inspection of force account work is to be charged to the appropriate Work Operation Code 0330, 0331 or 0332.

0361 Agreements - Construction Engineering

All work involved in the general management of Consultant Agreements related to construction services by the **Consultant Liaison Office**, including negotiations, agreement and supplement requests, invoice processing, DRB agreement management, meetings with consultants, submittal reviews, compliance reviews and other services offered to the consultants and to the state as related to consultants.

Z2 Construction — Off State System (Continued)

Z2 04 Construction

All expenditures for the construction phase will be made using the following work operation codes. Work time and other related costs of the construction phase on transportation projects will be reported from the field on the payroll and labor distribution time sheets by job number, group number, and the appropriate construction phase Work Operation Code.

Check the WONT table in TRAINS for valid sub programs for these work operation codes.

Work Operation Code

- 0404 Construction** (CAPS Payments to Prime Contractors)
Payments to the prime contractor made through the Contract Administration and Payment System (CAPS).
- 0405 Construction** (State Force Work only)
All construction charges for State Force Work such as payments to vendors for materials used, etc., and State Force labor charges (excluding engineering charges) attributable to direct production of the work items. Use when reporting to Groups 01 through 59 only. Construction by local agencies charge to Work Operation Code 0361.
- 0407 Legal Services**
Attorney, and other legal charges related to construction projects. Use when reporting to Groups 01 through 59 only.
- 0409 Agreements — Construction**
Payments to individuals, companies, local agencies, utilities or railroads for construction work done in accordance with agreements properly set up and identified on the GRUP table as payable group. Refer to the Work Order Manual for proper coding.

Note: Refer to the job number for control section requirements.

01-39 County Designation (01 Adams through 39 Yakima)

0100CY-3900CY-----	County Projects
0100CT-3900CT-----	City/Other Projects
5000SW-----	Statewide Projects

Z6 Operating Subsidy - Wahkiakum County Ferry

Payments to Wahkiakum County for operating and maintenance costs pursuant to RCW
47.56.720.

Z6 04 Structures

Work Operation Code

6803 Operating Subsidy

end

PROGRAM SUMMARY AND TITLE

P PRESERVATION

P0 Undistributed Costs — Payroll & Legal

P0 01 Management, Support & Suspense

P5 Undistributed Costs — Mats Lab/Geographic/Printing/Bridge Inspection FTE's

P5 01 Management & Support

P5 02 Inspection Preparation

P5 03 Field Inspection

P7 Undistributed Costs — AD 1xxx Job Numbers

P7 01 Management & Support

P8 Undistributed Costs — Direct Project Support (IP) Job Numbers

P8 01 Management & Support

P0 Undistributed Costs — Payroll and Legal (Olympia Service Center Use Only)

This program is used to record the following costs:

Payroll suspense costs of salaries, wages, and related employer fringe benefits that are eventually cleared to other programs through the use of a “Weighted Hourly Rate.”

Advance quarterly payments to the Office of the Attorney General to cover the estimated costs for Assistant Attorney General and staff. Costs are distributed after the fact to various Job Numbers and Programs.

P0 01 Management & Support and Suspense

Work Operation Code

0701 Payroll Suspense

0702 Assistant Attorney General and Staff

0703 Error Suspense Payroll (PR 10)

P5 Undistributed Costs — Mats Lab / Geographic / Printing

Provides a cost center for the operation of the Department's Materials Laboratory, Geographic Services, Printing Services organizations.

Collects the actual cost of supplying goods and services, including salaries (wages and fringe benefits), materials and supplies and the rental of any equipment. Rates are established to recover the costs of these operations, but may not create a profit. Each area (Job Number) must be zero at the end of the biennium. Weighted rate charges are distributed through the Advanced Accounts Receivable System and the Basic Accounting Transaction System (BATS) to various other Job Numbers.

P5 01 Management & Support

Work Operation Code

0710 Geographic Services Suspense — TRIP Division

During the Advanced Accounts Receivable weekly distribution, AD0039 is credited with TE 91 and redistributed to other subprograms as TE 75 and TE 85.

0711 Printing Services Suspense — Operations Division

During the BATS system monthly redistribution, AD0041 is credited with TE 95 and redistributed to other subprograms as TE 73 and TE 83.

0712 Materials Laboratory & Testing Services Suspense — Operations Division

During the BATS system monthly redistribution, AD0040 is credited with TE 90 and redistributed to other subprograms as TE 76 and TE 86.

P5 Undistributed Costs — Bridge Inspection

Provides a cost center (AD0110) for the operation of the Department's Bridge Inspection Program.

Collects the actual cost of supplying goods and services, including salaries (wages and fringe benefits), materials and supplies and the rental of any equipment.

Rates are established to recover the costs of these operations and are distributed through the Basic Accounting Transaction System (BATS) to various Job Numbers.

During the BATS system monthly redistribution, AD0110 is credited with TE 94 and redistributed to other Job Numbers as TE 77 and TE 87.

P5 01 Management & Support — Office

Work Operation Code

- 1000 Administration/Supervision**
- 1001 Bridge List Publication**
- 1004 Data Integrity**
- 1005 File Maintenance**
- 1006 Mainframe Applications Development & Maintenance**
- 1015 Equipment Procurement**
- 1016 Inspection Manual/Directive & Maintenance**
- 1017 Load Rating**
- 1018 Miscellaneous Requests for Work**
- 1021 Safety**
- 1022 Training**
- 1024 Word Processing/Receptionist**
- 1025 WSBIS Coding**
- 1026 Budget Reports**
- 1027 Utility Review**

P5 Undistributed Costs — Bridge Inspection (Continued)

P5 01 Management & Support — Office

Work Operation Codes

1028 Over Weight Permit Review

1029 General Office Work

1035 BATS Accounting/Time Sheets

P5 02 Inspection Preparation

1041 Inspection Planning and Scheduling

1045 Recommended Repair Lists and Letters

1046 Report Inquiries and Updates

1048 Quality Assurance (Office)

1055 Consultant Support (Office and Field)

P5 03 Field Inspection

1070 Equipment Inspection and Maintenance

1074 Fracture Critical Inspection

1077 Quality Assurance Inspection

1078 Routine Inspection

1079 Travel

1081 UBIT Inspection

1082 Underwater Wading and Scour Inspection

1083 Unscheduled In-depth and Special Inspection

1099 Offsetting Credit to Cost Center (AD0110)

P7 Undistributed Costs — AD 1xxx Job Numbers

Provides for the collection and redistribution of indirect project costs for selected project offices.

Each “AD” Job Number is established for a specific organization code. If the org code of the charges matches the responsible org code of the AD Job Number (on the Job Number Definition (WORD) table), the charges will be redistributed as participating, unless the AD Job Number is set up non-participating, (Cost allocation exclude indicator set to 'Y').

AD 11xx	Northwest Region
AD 12xx	North Central Region
AD 13xx	Olympic Region
AD 14xx	Southwest Region
AD 15xx	South Central Region
AD 16xx	Eastern Region
AD 9xxx	Washington State Ferries

NOTE: AD 9xxx's are set up in W4 not P7. Listed here for convenience only.

To see the Job Numbers of the last distribution of an AD Job Number, scan the Pool/Base Definition Reference (PBDF) table for Group Number LABRA and LABRB and the step number (the numeric digits of the Job Number, e.g. AD1113 01 = 111301).

Costs collected are redistributed in the following month. Currently the redistribution journal vouchers are reflected in the Job Number ledgers as: JV 405 CAmoXXXXxxx.

where CA = Cost Allocation
 where mo = month (or quarter etc.) being distributed
 where XXXX = numeric digits of Job Number (4 digits, not 6)
 where xxx = sequential number (50 lines per sequence) for that month for that Job Number.

P7 01 Management & Support

Work Operation Codes

0713 Project Offices

P8 Undistributed Costs — Direct Project Support (IP) Job Numbers

Provides for the collection and redistribution of indirect project costs for Olympia Service Center (OSC) Development, Construction and Right of Way Divisions, and the Regional Development Operations and Program Management Divisions.

Costs collected are redistributed in the month that they are incurred. Refer to specific Direct Project Support (IP) Job Number and organization code. Currently the redistribution journal vouchers are reflected in the Job Number ledgers as: JV 405 CNmoXXXXxxx.

where CN =	Cost Allocation
where mo =	fiscal month (01 - 25) being distributed
where XXXX =	numeric digits of Job Number (last 4 digits, not all 6)
where xxx =	sequential number (50 lines per sequence) for that month for that Job Number.

P8 01 Management & Support

Work Operation Code

0715 IP (Construction Overhead) Work Order Distribution

end

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PROGRAM SUMMARY AND TITLE

0 Other Programs

0M Advance Environmental Mitigation Revolving Account (AEMRA) Program

0M Advance Environmental Mitigation

0M 01 Advanced Environmental Mitigation

0R Advance Right of Way Acquisition

0R Advance Right of Way Acquisition

0R 02 Right of Way

0M Advanced Environmental Mitigation Program

For the purpose of environmental mitigation of transportation projects, the department may acquire or develop, or both acquire and develop, environmental mitigation sites in advance of the construction of programmed projects. Eligible projects must be in the state's six year Highway System Plan.

0M 01 Advanced Environmental Mitigation

Records the costs of acquiring and / or developing environmental mitigation sites in advance of the construction of programmed projects.

Work Operation Code

0699 Advanced Environmental Mitigation

The activities involved in acquiring and / or developing environmental mitigation sites.

0R Advance Right of Way Acquisition

To acquire right of way for future construction in Fund 880. This fund is to be reimbursed when the property is used on a construction project. These are identified as "RR" work orders. Labor and other costs which cannot be charged directly to this sub program are to be reported in a corresponding "RO" work order.

0R 02 Right of Way

Payment for land or interest therein acquired for or devoted to Transportation purposes. Includes payments for deeds; easements; permits; damages; cost to cure items; court awards; escrow fees; transfer costs; prepayment penalties; and statutory owner evaluation expenses. Also includes land and other site improvements **not** to be carried as a real property inventory improvement pending disposition, such as: well, septic systems, concrete paving, etc.

Includes other court costs such as attorney fees, expert witness fees, appraisal fees and court awarded interest, filing fees, recording fees, and demand fees, etc., paid to county clerks. Also includes cost of title and ownership reports, advertising and state witness fees.

Includes purchase of land which is excess to the Department's needs. This property is carried as a real property inventory improvement pending disposition and is federal non participating.

0R Advance Right of Way Acquisition (Continued)

0R 02 Right of Way (Continued)

Payment for relocation assistance for persons displaced due to purchase of improvements, land or interests therein acquired for or devoted to transportation purposes. Includes replacement housing payments; moving and related expense payments; and costs of professional services rendered to the State as required only by the State's operation processing on a displacement case basis including hearing examiner fees, court reporter fees, expert witness fees, building inspector fees, escrow fees, etcetera.

Acquisition costs charged to Groups 01 through 59 (Group Category 07) will be **reported by parcel number and control section.**

Agreement charges to Groups 01 through 59 (Group Category 02) will be by control section. Includes persons who evaluate ownership of property and/or property rights and are under contract to the Department.

Work time and other charges incurred and identified as incidental to the actual acquisition of Right of Way and chargeable to group(s) **80 through 89** (Group Category 08) will be reported by control section. Includes employees of WSDOT who evaluate ownership of property and/or property rights, or who negotiate with property owners for the sale of the property.

Check the Work Operation Number (WONT) table in TRAINS for valid sub programs for these Work Operation Codes.

Work Operation Code

0201 General Project Management

Work in support of a Right of Way work order. May involve items not generally attributable to direct production of the work item such as supervision, general office operation, correspondence, filing, equipment and office maintenance, computer charges, on job instruction, and conferences (Conducting title reviews and searches should be charged to Work Operation Code 0220).

0202 Travel To & From the Office to the Job Site

Time charged against a location job for travel between duty station and work site, and travel between work sites. **In 30 minute increments.**

0203 Training

Time and other costs charged by all personnel attending any formally organized conference or learning session (training has a class code). Includes travel time to and from training sites.

0R Advance Right of Way Acquisition (Continued)

0R 02 Right of Way (Continued)

Work Operation Code

0210 Inventory

The maintenance and management of the inventory of department-owned properties; also inspection of inventoried properties.

0211 Rentals

Preparation, monitoring, and management of Rental Agreements or Airspace Leases on department-owned property; also, maintenance of rental property.

0212 Sales

Sale or demolition of properties (real or personal), no longer needed for transportation purposes.

0220 Acquisition - Labor Costs

The negotiation with property owners, government agencies or railroads for acquisition of property. Also includes time spent conducting title reviews and title searches, and maintenance of acquisition status data (via REAMS). Certification of acquisition status for construction advertisement and contract award should be charged to Work Operation Code 0164 — Pre-Ad Review.

0221 Acquisition - Other Costs (report by parcel number.)

All non labor costs directly relating to a parcel number, including payments to title companies and land improvement acquisition costs. Use when reporting to **Groups 01 through 59** (in Group Category 07).

0222 Appraisal

The appraisal of parcels and the administration of real property appraisal functions including payments to contract fee appraisers. Cost estimates for R/W Job Number funding should be charged to Work Operation Code 0140— Develop Base Map/Right of Way Plans - PS&E.

0223 Acquisition - Purchase Surplus of Right of Way (report by parcel number)
Federal Non participating.

All non labor costs of acquiring land which is beyond what the review appraiser has determined to be an “uneconomic remainder.” Use when reporting to Groups 01 through 59 (in Group Category 07).

0224 Appraisal Review

The review of all appraisals of real property and property rights to be acquired or sold and the establishment of an amount believed to be just compensation.

0R Advance Right of Way Acquisition (Continued)

0R 02 Right of Way (Continued)

Work Operation Code

0230 Condemnation / Preparation / Trial

The work required to schedule and hold trials for property condemnations, to stake Right of Way and property boundaries for field review by jury, to update appraisals, prepare court exhibits and prepare for pre-trial conferences

0240 Relocation - Labor Costs

The work required to prepare for and provide relocation assistance for eligible parties. (See Work Operation Code 0140 for relocation plan.)

0241 Relocation - Other Costs (report by parcel number.)

The reimbursement to individuals for relocation expenses and replacement housing. Use when reporting to **Groups 01 through 59** (in Group Category 07).

0250 Right of Way Costs - Agreements (report by payable agreement.)

Payments to individuals, companies, local agencies, utilities, or railroads for Right of Way work done in accordance with agreements properly set up and identified on the Group Definition (GRUP) table as a payable group, group 01 through 59 (in Group Category 02). **Never Groups 80 through 89.** Report by Payable Agreement and Phase.

end

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PROGRAM SUMMARY AND TITLE

I Improvements

I1 Reimbursable Project Phase Corrections

I1 X1 Preliminary Engineering

I1 X2 Right of Way

I1 X3 Construction Engineering

I1 X4 Construction

I1 Reimbursable Project Phase Corrections

For use by the Federal Aid Billing Section Only. These work ops are not to appear in any work order ledger, just in the federal aid project.

I1 X1 Preliminary Engineering

Work Operation Code

0001 Reimbursable Project Phase Corrections

I1 X2 Right of Way

Work Operation Code

0002 Reimbursable Project Phase Corrections

I1 X3 Construction Engineering

Work Operation Code

0003 Reimbursable Project Phase Corrections

I1 X4 Construction

Work Operation Code

0004 Reimbursable Project Phase Corrections

end

Financial Codes Introduction

The information contained in this section deals with the following three areas: Fund and Agency Codes, Appropriations and Finance Codes.

FUND and AGENCY:

In order to conduct its business the State is organized into a series of agencies and funds. An agency is an organizational unit which was formed to provide services and/or perform a mission. A fund is a financial entity created to record financial information and provide a legal entity in which to conduct business.

The Office of Financial Management (OFM) is responsible for assigning agency numbers and the numbering of funds. OFM also designates which agencies are the administering agencies for the funds. For example the Department of Transportation (WSDOT) is the administering agency for Fund 108 (MVF). As administering agency, WSDOT is responsible for the correct reporting of all fund activity.

Many agencies may operate out of a fund. For example, Fund 108 (MVF) encompasses transactions from The Department of Transportation, The Washington State Patrol and The Department of Licensing just to name a few. Conversely, an agency may deal with numerous funds in which it must record its business transactions or events.

The information in the Fund and Agency Codes portion of this section is a list of accounts used by WSDOT.

APPROPRIATIONS:

The Legislature enacts a budget into law which provides the authorized spending authority and level for each agency and fund. These levels, referred to as Appropriations, are assigned a number and are tied to Programs and Sub Programs within WSDOT.

The information in the Appropriations portion provides a list of all the Appropriations granted to the Department by the Legislature and OFM (Unanticipated Receipts)

FINANCE CODE:

The finance code information is used by the Capital Program Management System (CPMS) to provide program management with a breakdown of expenditures by funding source, state, local and federal etc. Since CPMS is the primary user of this information the OSC Program Management Office is responsible for maintaining and assigning the two digit alpha code. The information in the Finance Code portion provides a list of current codes used by CPMS.

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FUND AND AGENCY
Funds Used at WSDOT

<u>Fund</u>	<u>ADMIN</u> <u>By *1</u>	<u>Fund</u> <u>Type *2</u>	<u>Title</u>	<u>Cash</u> <u>Type *3</u>	<u>TRAINS</u> <u>Agency *4</u>
001	OFM	AA	General Fund - Basic Account	Treas	405
02M	DOT	BA	Essential Rail Assistance Account	Treas	405
03K	L&I	BA	Industrial Insurance Premium Refund Account	Treas	405
035	OFM	HD	State Payroll Revolving Account	Treas	405 410
039	DOT	BA	Aeronautics Account	Treas	405
040	DOT	BA	Aircraft Search & Rescue Safety & Education Account	Treas	405
057	OFM	DA	State Building Construction Account	Treas	405
081	WSP	BA	MVF-State Patrol Highway Account	Treas	405
097	DOT	BA	Recreational Vehicle Account	Treas	405
099	DOT	BA	Puget Sound Capital Construction Account	Treas	405
108	DOT	BA	Motor Vehicle Account	Treas	405
109	DOT	BA	Puget Sound Ferry Operations Account	Treas	405
161	DOT	BA	High Capacity Transportation Account	Treas	405
195	CTED	BA	Energy Account	Treas Trust	405
203	DOT	BA	Passenger Ferry Account	Treas	405
215	DOT	BA	Special Category "C" Account	Treas	405
216	ECY	BA	Air Pollution Control Account	Treas	405
230	DOT	BA	Transportation Account	Treas	405 410
232	TIB	BA	Public Transportation Systems Account	Treas	405
406	OFM	BA	Salary & Insurance Increase Revolving Account	Treas	405 410 411
410	DOT	GA	Transportation Equipment Account	Treas	405
427	OFM	BA	Special Account Retirement Contribution Increase Revolving Account	Treas	405 410

Funds Used at WSDOT (Continued)

<u>Fund</u>	<u>ADMIN</u> <u>By *1</u>	<u>Fund</u> <u>Type *2</u>	<u>Title</u>	<u>Cash</u> <u>Type *3</u>	<u>TRAINS</u> <u>Agency *4</u>	
428	OFM	BA	Attorney General - Salary Increase	Treas	405	410
429	DOT	BA	Year 2000 Revolving Account	Treas	405	
519	DOT	FA	WSF Operating Account	Treas	405	
688	DOT	HA	Federal Local Rail Service Assistance Account	Treas Trust	405	
736	DOT	BA	Puyallup Tribal Settlement Account	Treas	405	
784	DOT	HA	Miscellaneous Trans. Program Acct	Treas Trust	405	
789	DOT	HA	Advance Environmental Mitigation Revolving Account	Treas Trust	405	
880	DOT	HA	Advance R/W Revolving Account	Treas Trust	405	
997		IA	General Fixed Asset Account Group	Local	405	410
999		JA	General Long Term Obligations Account Group	Local	405	410

*1 ADMIN BY: Each fund is set up for a specific purpose through the legislative process. The department that requested the fund, or wherever it best fits, is the administrator of the fund. This administering agency has the responsibility to balance actual cash with the State Treasurer.

*2 FUND TYPE: Fund Type is used to group funds/accounts together which have similar financial resources and nature of activity. AA) General Fund, BA) Special Revenue Funds, CA) Debt Service Funds, DA) Capital Projects Funds, FA) Enterprise Funds, GA) Internal Service Funds, HA) Expendable/Non Expendable Trust, and HD) Agency Funds. There are also two account types: IA) General Fixed Assets Account Group, aka GFAAG and JA) General Long Term Obligation Account Group.

*3 CASH TYPE: There are three cash types in the State of Washington. 1) Treasury, 2) Treasury Trust, and 3) Local. Treasury and Treasury Trust cash type funds are held by the Office of State Treasurer. A Local fund means the account is in a local bank, much like the petty cash accounts are with the checks signed by the Department, not the State Treasurer.

*4 TRAINS AGENCY: In the TRAINS system tables (Chart of Accounts), expenditures and/or revenues for these funds may be recorded in these agencies, although in AFRS, other agencies may use these funds. *end*

1999 - 2001 APPROPRIATIONS BY SUBPROGRAM

Updated
2/10/2000

Subprogram	Function	Source	Description	Appropriation	1997-99 Appropriation
D1	108	STATE	Highway Management - State	010	\$13,737,000
D1	406	STATE	Insurance Benefit Increase	6F0	126,200
D1	406	STATE	Salary Increases	6N0	458,400
D1	406	STATE	PRB Compensation Actions	6Q0	10,800
D1	406	STATE	Salary Survey	6C0	88,800
D3	108	STATE	Plant Construction - State	D10	-
D3	108	STATE	Spokane Consolidated Eng. Office	A4A	2,620,000
D3	108	STATE	Ballinger MF	A4C	1,040,000
D3	108	STATE	Union Gap Vehicle Maintenance Facility	A4F	7,050,000
D3	108	STATE	Program Support	A4H	1,060,000
D3	108	STATE	Thurston County Industrial Site	DA1	3,500,000
D3	108	STATE	Sand Storage Facilities	DA2	880,000
D3	108	STATE	New SW Region HQ	DA3	5,535,000
D3	108	STATE	Kelso PE Office Addition	DA4	1,346,000
D3	108	STATE	Consolidated Transportation Office	DA5	100,000
D3	108	STATE	Union Gap Modular Engineering Office	DA6	716,000
D3	108	STATE	Radio System Projects	DA7	400,000
D3	108	STATE	Minor Region Projects	DA8	500,000
D3	108	STATE	Y2K Standby Power Systems	DA9	1,400,000
D3	784	LOCAL	SW Region Hdqtrs Bldg Renovation	Z9L	-
D4	108	STATE	Plant Maintenance & Operation	010	-
D4	108	STATE	ADA	33A	100,000
D4	108	STATE	Region Operations	33D	14,836,000
D4	108	STATE	Environmental	33E	1,636,000
D4	108	STATE	Program Support	33H	2,447,000
D4	108	STATE	Deferred Renovations	33J	400,000
D4	108	STATE	OSC Lease Facilities	33L	1,286,200
D4	108	STATE	Major Renovations	33M	3,448,000
D4	108	STATE	ADA Emergency/Unplanned	33S	-
D4	406	STATE	Insurance Benefit Increase	6F0	125,400
D4	406	STATE	Salary Increases	6N0	358,800
D4	406	STATE	PRB Compensation Actions	6Q0	188,600
D4	406	STATE	Salary Survey	6C0	139,400

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Subprogram	Function	Source	Description	Appropriation	1997-98 Appropriation
D5	108	STATE	Highway Management - State	010	6,618,000
D5	108	FEDERAL	DBE - Federal	120	400,000
D5	108	FEDERAL	OJT - Federal	810	363,271
D5	406	STATE	Insurance Benefit Increase	6F0	59,800
D5	406	STATE	Salary Increases	6N0	216,300
D5	406	STATE	PRB Compensation Actions	6Q0	15,800
D5	406	STATE	Salary Survey	6C0	69,800
TOTAL			PROGRAM D		73,276,371
E1	410	Non Appr/ STATE	Transportation Equipment Fund - Operations	960	92,943,000
E2	410	Non Appr/ STATE	Transportation Equipment Fund - MIS	960	76,540,100
TOTAL			PROGRAM E		169,483,100
F1	039	STATE	Aviation Management & Support-State	310	1,442,000
F1	406	STATE	Insurance Benefit Increase	6F0	12,300
F1	406	STATE	Salary Increases	6N0	33,800
F2	039	STATE	Aviation Local Airport Aid - State	310	1,860,000
F2	406	STATE	Insurance Benefit Increase	6F0	2,300
F2	406	STATE	Salary Increases	6N0	6,400
F3	039	STATE	Aviation State Airport Aid - State	310	275,000
F3	406	STATE	Insurance Benefit Increase	6F0	200
F3	406	STATE	Salary Increases	6N0	500
F4	040	STATE	Aviation - Search / Rescue	350	159,000
F4	406	STATE	Insurance Benefit Increase	6F0	-
F4	406	STATE	Salary Increases	6N0	500
F5	039	STATE	Aviation Planning - State	310	433,000
F5	039	FEDERAL	Pavement Management System	790	331,400
F5	039	FEDERAL	Aviation Economic Study	800	200,000
F5	230	STATE	Aviation Planning - State	370	247,000
F5	406	STATE	Insurance Benefit Increase	6F0	2,200
F5	406	STATE	Salary Increases	6N0	11,100
F5	406	STATE	Salary Survey	6C0	11,100

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Subprogram	Function	Source	Description	Appropriation	1997-98 Appropriation
TOTAL			PROGRAM F		5,027,800
I1	094	STATE	Transportation Infrastructure Account - State	I20	1,750,000
I1	094	LOCAL	Transportation Infrastructure Account - Local	M20	1,750,000
I1	108	STATE	Improvements - State	A20	474,209,000
I1	108	STATE	Improvements - State/Bond	A2B	-
I1	108	STATE	Demo Projects - Bond/Fed Match	I50	1,285,000
I1	108	STATE	FMSIB Projects - State/Bond	I5B	9,000,000
I1	108	STATE	FMSIB Projects	I51	4,019,000
I1	108	STATE	Congestion Relief - I-5/Mercer Street	I52	500,000
I1	108	STATE	Predesign - NE 44th Street	I57	500,000
I1	108	LOCAL	Improvements - Local	M30	25,905,000
I1	108	FEDERAL	Improvements - Federal	N30	142,175,000
I1	161	STATE	I-5 to SR 405 Multimodal Proj - RW	A60	110,000
I1	195	LOCAL	Park and Ride Lots	R10	880,000
I1	215	STATE	Special C Improvement - State	C10	11,621,000
I1	230	STATE	Improvements, Mobility - State	B20	23,654,000
I1	230	FEDERAL	Improvements - TF/Federal	N20	12,035,000
I1	736	STATE	Puyallup Tribal Settlement Account	A50	8,662,000
I2	108	STATE	Improvements - State	A20	40,487,000
I2	108	LOCAL	Improvements - Local	M30	1,404,000
I2	108	FEDERAL	Improvements - Federal	N30	66,995,000
I3	195	LOCAL	State Highway Safety Improvements	R11	122,700
I2	230	STATE	Improvements - State	B20	63,656,000
I2	230	FEDERAL	Improvements - TF/Federal	N20	10,633,000
I3	108	STATE	Improvements - State	A20	35,561,000
I3	108	STATE	RV Dump - State	A2A	551,000
I3	108	STATE	Improvements - State/Bond	A2B	-
I3	108	STATE	FMSIB Projects - Bond	I5B	21,901,000
I3	108	STATE	Weigh Stations - Stanwood & Cle Elum	I54	5,800,000
I3	108	STATE	Present Translake Committee Recommend.	I55	485,000
I3	108	STATE	Translake Committee Scope of Work	I56	800,000
I3	108	FEDERAL	Improvements - Federal	N30	25,018,000
I3	108	LOCAL	Improvements - Local	M30	16,035,000
I3	215	STATE	Special C Improvements - State	C10	43,599,000

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Subprogram	Function	Source	Description	Appropriation	1997-98 Appropriation
I3	230	STATE	Improvements - State	B20	57,383,000
I3	230	FEDERAL	Improvements - TF/Federal	N20	34,140,000
I4	108	STATE	Improvements - State	A20	9,920,000
I4	108	FEDERAL	SR 5 Ship Canal Stormwater	N30	500,000
I4	230	STATE	Improvements - State	B20	12,591,000
I6	784	Non Appr/ LOCAL	Regional Transit Authority	Z9L	62,600,000
I7	108	STATE	Improvements - State	A20	11,000,000
I7	108	STATE/ BOND	Tacoma Narrows Right of Way - Bonds	I53	10,000,000
I7	108	FEDERAL	Tacoma Narrows - MVF Fed	N30	251,000
I7	230	STATE	Tacoma Narrows - TF/State	I30	40,000,000
I7	784	Non Appr/ LOCAL	Oversight Services	Z9L	1,100,000
TOTAL			PROGRAM I		1,290,587,700
K1	230	STATE	Transportation Economic Partnerships	490	347,000
K1	406	STATE	Insurance Benefit Increase	6F0	2,500
K1	406	STATE	Salary Increases	6N0	12,500
K2	230	STATE	Transportation Economic Partnerships	490	524,000
K2	406	STATE	Insurance Benefit Increase	6F0	4,500
K2	406	STATE	Salary Increases	6N0	22,200
K2	406	STATE	Salary Survey	6C0	21,800
K3	108	STATE	Transportation Economic Partnerships - Bonds	K30	10,162,000
K4	230	STATE	Transportation Economic Partnerships	490	341,000
K4	406	STATE	Insurance Benefit Increase	6F0	2,500
K4	406	STATE	Salary Increases	6N0	12,400
K4	406	STATE	Salary Survey	6C0	7,600
TOTAL			PROGRAM K		11,460,000
M1	108	STATE	Highway Maintenance - State	030	17,745,800
M1	406	STATE	Insurance Benefit Increase	6F0	210,400

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Subprogram	Function	Source	Description	Appropriation	1997-99 Appropriation
M1	406	STATE	Salary Increases	6N0	752,859
M1	406	STATE	PRB Compensation Actions	6Q0	33,000
M1	406	STATE	Salary Survey	6C0	107,700
M2	108	STATE	Highway Maintenance - State	030	227,397,200
M2	108	STATE	Highway Maintenance - State	031	2,150,000
M2	108	FEDERAL	National Parks Agreement - Federal	340	887,000
M2	108	LOCAL	Highway Maintenance - Local	510	175,000
M2	108	LOCAL	Highway Maintenance - Local	511	3,242,000
M2	108	FEDERAL	Federal Disaster Funds	750	2,000,000
M2	406	STATE	Insurance Benefit Increase	6F0	1,824,760
M2	406	STATE	Salary Increases	6N0	6,348,900
M2	406	STATE	PRB Compensation Actions	6Q0	7,864,000
M2	406	STATE	Salary Survey	6C0	190,726
M5	108	STATE	Highway Maintenance - State	030	4,133,000
M5	406	STATE	Insurance Benefit Increase	6F0	48,500
M5	406	STATE	Salary Increases	6N0	173,600
M5	406	STATE	PRB Compensation Actions	6Q0	10,000
M5	406	STATE	Salary Survey	6C0	100
M6	108	STATE	Highway Maintenance - State	030	-
TOTAL			PROGRAM M		275,294,545
P1	108	STATE	Preservation - State	A10	178,089,000
P1	108	LOCAL	Preservation - Local	M10	500,000
P1	108	FEDERAL	Preservation - Federal	N10	175,361,000
P2	108	STATE	Preservation - State	A10	50,620,000
P2	108	LOCAL	Preservation - Local	M10	2,117,000
P2	108	FEDERAL	Preservation - Federal	N10	76,214,000
P3	108	STATE	Preservation - State	A10	82,268,000
P3	108	STATE	RV Dump - State	A1A	1,064,000
P3	108	STATE	Emergency Bonds - Preservation	I10	6,650,000
P3	108	LOCAL	Preservation - Local	M10	500,000
P3	108	FEDERAL	Preservation - Federal	N10	33,012,000
P3	230	STATE	AG Case System Development	A15	121,000

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Subprogram	Function	Source	Description	Appropriation	1997-99 Appropriation
P5	108	STATE	Preservation - State	A10	-
P7	108	STATE	Preservation - State	A10	-
P8	108	STATE	Preservation - State	A10	-
TOTAL			PROGRAM P		606,516,000
Q1	108	STATE	Traffic Operations Management & Support	050	2,210,000
Q1	406	STATE	Insurance Benefit Increase	6F0	24,500
Q1	406	STATE	Salary Increases	6N0	89,500
Q1	406	STATE	Salary Survey	6C0	4,000
Q2	108	STATE	Traffic Operations	050	26,535,000
Q2	108	STATE	Roving Service Patrols	090	600,000
Q2	108	LOCAL	CVISN - Local	550	122,000
Q2	108	FEDERAL	Safety Incentives Grant	740	884,000
Q2	108	FEDERAL	ITS FHWA Projects - Federal	820	832,307
Q2	195	LOCAL	State Traffic Signals	973	200,000
Q2	406	STATE	Insurance Benefit Increase	6F0	253,300
Q2	406	STATE	Salary Increases	6N0	909,700
Q2	406	STATE	Salary Survey	6C0	335,400
Q2	406	STATE	PRB Compensation Actions	6Q0	669,200
Q2	784	FEDERAL	Light Lanes	Z8L	715,000
Q3	081	STATE	CVISN - State Patrol Highway Account	G10	221,000
Q3	108	STATE	Traffic Operations - Capital	G20	3,416,000
Q3	108	STATE	Traffic Operations - Capital State Match	G30	4,324,000
Q3	108	FEDERAL	Traffic Operations - Federal	Q40	1,662,000
Q3	108	FEDERAL	Program Q Capital Projects	W10	2,324,939
TOTAL			PROGRAM Q		46,331,846
R2	784	Non Appr/LOC AL	Sales & Service to Others - Local	Z8L	1,244,000
R2	784	Non Appr/LOC AL	Sales & Service to Others - Local	Z8S	-
R3	784	Non Appr/FED ERAL	Sales & Service to Others - Federal	Z8F	400,000

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Subprogram	Function	Source	Description	Appropriation	1997-98 Appropriation
R3	784	Non Appr/ LOCAL	Sales & Service to Others - Local	Z8L	8,856,000
R3	784	Non Appr/ STATE	Sales & Service to Others - State	Z8S	-
R3	406	STATE	Salary COLA	6N0	-
R3	406	STATE	Salary Survey	6C0	-
R5	784	Non Appr/ LOCAL	Sales & Service to Others - Local	Z8L	-
R5	784	Non Appr/ STATE	Sales & Service to Others - State	Z8S	-
TOTAL			PROGRAM R		10,500,000
S1	099	STATE	Transportation Management & Support	250	777,000
S1	108	STATE	Transportation Management & Support	190	6,213,000
S1	108	STATE	Leadership Training	330	586,000
S1	109	STATE	Transportation Management & Support	230	1,093,000
S1	230	STATE	Transportation Management & Support	290	1,158,000
S1	406	STATE	Insurance Benefit Increase	6F0	102,300
S1	406	STATE	Salary Increases	6N0	369,400
S1	406	STATE	Salary Survey	6C0	163,700
S1	406	STATE	PRB Compensation Actions	6Q0	41,000
S2	108	STATE	Transportation Management & Support	190	16,233,000
S2	406	STATE	Insurance Benefit Increase	6F0	174,000
S2	406	STATE	Salary Increases	6N0	624,600
S2	406	STATE	Salary Survey	6C0	65,600
S2	406	STATE	PRB Compensation Actions	6Q0	72,800
S4	108	STATE	Transportation Management & Support	190	12,285,000
S4	406	STATE	Insurance Benefit Increase	6F0	153,300
S4	406	STATE	Salary Increases	6N0	550,100
S4	406	STATE	Salary Survey	6C0	176,200
S4	406	STATE	PRB Compensation Actions	6Q0	97,800
S5	099	STATE	Transportation Management & Support	250	2,000,000
S5	108	STATE	Transportation Management & Support	190	4,186,000
S5	109	STATE	Transportation Management & Support	230	471,000
S6	108	STATE	Interjurisdictional Studies	190	1,050,000

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Subprogram	Function	Source	Description	Appropriation	1997-98 Appropriation
S7	099	STATE	Transportation Management & Support	250	1,687,000
S7	108	STATE	Transportation Mgmt & Support - State	190	57,837,000
S7	108	FEDERAL	Transportation Mgmt & Support - Fed	220	125,000
S7	109	STATE	Transportation Management & Support	230	4,744,000
S7	230	STATE	Transportation Management & Support	290	359,000
S7	406	STATE	Insurance Benefit Increase	6F0	365,800
S7	406	STATE	Salary Increases	6N0	1,324,100
S7	406	STATE	Salary Survey	6C0	1,623,100
S7	406	STATE	PRB Compensation Actions	6Q0	12,100
TOTAL			PROGRAM S		116,719,900
T1	230	STATE	Research & Planning TF - State	210	1,154,000
T1	406	STATE	Insurance Benefit Increase	6F0	7,800
T1	406	STATE	Salary Increases	6N0	39,900
T1	406	STATE	Salary Survey	6C0	29,600
T2	108	FEDERAL	Research & Planning MVF - Federal	060	17,000,000
T2	108	STATE	Research & Planning MVF - State	070	8,709,000
T2	108	FEDERAL	ITS FHWA Project	830	800,000
T2	108	FEDERAL	TDO PTR - Federal	840	525,000
T2	195	LOCAL	Puget Sound Park & Ride Lot Analysis	972	200,000
T2	230	STATE	Research & Planning TF - State	210	217,000
T2	406	STATE	Insurance Benefit Increase	6F0	250,300
T2	406	STATE	Salary Increases	6N0	902,500
T2	406	STATE	Salary Survey	6C0	100,400
T2	406	STATE	PRB Compensation Actions	6Q0	838,100
T6	108	STATE	State Match on Pass Through	070	3,400,000
T6	784	Non Appr/FED ERAL	100% Reimbursable	Z8F	8,823,500
T6	784	Non Appr/STA TE	100% Reimbursable	Z8S	-
TOTAL			PROGRAM T		42,997,100
U0	108	STATE	GA Parking Services	3A0	90,000

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Subprogram	Function	Source	Description	Appropriation	1997-99 Appropriation
U1	108	STATE	Archives & Records Management	3B0	392,000
U2	109	STATE	AG Tort Claims Support	3C0	1,155,000
U2	230	STATE	AG Tort Claims Defense	3K0	2,595,000
U3	108	STATE	State Auditor	3D0	907,000
U4	108	STATE	GA Facilities & Svcs. / Consolidated mail	3E0	3,743,000
U5	108	STATE	Department of Personnel	3F0	2,240,000
U6	109	STATE	Self Insurance Premiums & Admin - Ferries	3G0	3,462,000
U6	230	STATE	Self Insurance Premiums & Administration	3H0	12,039,000
U8	108	STATE	Office Minority/Women's Business Ent.	3I0	158,000
U9	108	STATE	GA Capital Projects Surcharge	3J0	1,100,000
TOTAL			PROGRAM U		27,881,000
V1	230	STATE	Public Transportation	CD0	641,000
V1	406	STATE	Insurance Benefit Increase	6F0	3,900
V1	406	STATE	Salary Increases	6N0	19,600
V2	230	STATE	Public Transportation - State	CD0	233,000
V2	230	FEDERAL	Public Transportation - Federal	VA0	1,598,000
V2	230	LOCAL	Public Transportation - Local	5V0	105,000
V2	784	Non Appr/ STATE	100% Reimbursable Services - State	Z8S	-
V2	784	Non Appr/ FEDERAL	100% Reimbursable Services - Federal	Z8F	7,038,000
V2	784	Non Appr/ LOCAL	100% Reimbursable Services - Local	Z8L	37,600
V2	406	STATE	Insurance Benefit Increase	6F0	8,700
V2	406	STATE	Salary Increases	6N0	48,500
V2	406	STATE	Salary Survey	6C0	84,500
V3	230	STATE	Public Transportation	CD0	71,000

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Subprogram	Function	Source	Description	Appropriation	1997-98 Appropriation
V3	230	STATE	ACCT Grant Program	CE0	750,000
V3	406	STATE	Insurance Benefit Increase	6F0	2,700
V3	406	STATE	Salary Increases	6N0	13,100
V3	406	STATE	Salary Survey	6C0	30,400
V4	230	STATE	Public Transportation	CD0	3,500,000
V4	406	STATE	Insurance Benefit Increase	6F0	1,100
V4	406	STATE	Salary Increases	6N0	5,700
V4	406	STATE	Salary Survey	6C0	15,200
V5	161	STATE	Public Transportation	CA0	3,100,000
V5	195	LOCAL	Vans - Oil Rebate Funds	970	273,000
V5	195	LOCAL	TDM - Oil Rebate Funds	971	16,500
V5	406	STATE	Insurance Benefit Increase	6F0	2,900
V5	406	STATE	Salary Increases	6N0	15,100
V5	406	STATE	Salary Survey	6C0	15,500
V6	230	STATE	Public Transportation	CD0	242,000
V6	230	FEDERAL	Public Transportation - Federal	VA0	847,000
V6	406	STATE	Insurance Benefit Increase	6F0	7,500
V6	406	STATE	Salary Increases	6N0	41,800
V6	406	STATE	Salary Survey	6C0	62,636
V7	161	STATE	Public Transportation	CA0	601,000
V7	216	STATE	Air Pollution Control Acct - Public Transp.	CB0	6,253,000
V7	230	STATE	Public Transportation	CD0	1,750,000
V7	230	FEDERAL	CTR Program - Federal	VB0	4,900,000
V7	232	STATE	Public Transportation - State	CF0	750,000
V7	232	STATE	CTR School Pilot Project	CG0	50,000
V7	406	STATE	Insurance Benefit Increase	6F0	13,700
V7	406	STATE	Salary Increases	6N0	50,100
V7	406	STATE	Salary Survey	6C0	52,992
TOTAL			PROGRAM V		33,251,728
W4	099	STATE	Marine Construction	A90	113,135,000
W4	099	STATE	Jumbo Ferry Vessels - Bonds	I90	27,000,000
W4	099	FEDERAL	Marine Construction - Federal	N90	42,466,000

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Subprogram	Function	Source	Description	Appropriation	1997-98 Appropriation
W4	108	STATE	Marine Construction - MVF State	F90	3,992,000
W4	108	STATE	Marine Construction - MVF State/Bond	F91	110,729,000
W4	195	LOCAL	Multimodal - Oil Rebate Funds	R12	20,000
W4	203	STATE	Marine Construction - Passenger Only Acct	D90	789,000
TOTAL			PROGRAM W		298,131,000
X5	519	STATE	WSF - Ferry Ops & Maintenance	1F0	273,910,000
X5	519	STATE	WSF - Vessel Operating Fuel	1G0	29,104,000
X5	406	STATE	Insurance Benefit Increase	6F0	2,392,500
X5	406	STATE	Salary Increases	6N0	9,194,700
X5	406	STATE	Salary Survey	6C0	58,100
X5	406	STATE	PRB Compensation Actions	6Q0	1,147,116
TOTAL			PROGRAM X		315,806,416
Y2	161	STATE	High Capacity Transportation Account	AA0	596,000
Y2	230	STATE	Rail - TF State	430	465,000
Y2	406	STATE	Insurance Benefit Increase	6F0	6,100
Y2	406	STATE	Salary Increases	6N0	27,400
Y2	406	STATE	Salary Survey	6C0	29,900
Y3	161	STATE	2nd Train Set Operations	AB0	6,298,000
Y3	230	STATE	Rail - TF State	430	29,203,000
Y3	406	STATE	Insurance Benefit Increase	6F0	9,500
Y3	406	STATE	Salary Increases	6N0	46,900
Y3	406	STATE	Salary Survey	6C0	44,200
Y4	161	STATE	Rail - State	E91	1,000,000
Y4	161	STATE	Additional Train Cars	E92	3,000,000
Y4	195	LOCAL	Local Planning - King Street Station	R17	149,000
Y4	230	STATE	Rail Passenger, Capital - State	E70	54,247,000
Y4	230	STATE	King Street Maintenance Facility	E71	10,000,000
Y4	230	FEDERAL	King Street Station	N50	5,000,000
Y4	230	FEDERAL	Passenger Rail - Federal	N80	5,000,000
Y4	232	STATE	King Street Maintenance Facility	E60	5,000,000
Y4	784	Non Appr/	100% Reimbursable - Local	Z9L	73,000

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Subprogram	Function	Source	Description	Appropriation	1997-99 Appropriation
		LOCAL			
Y4	784	Non Appr/ STATE	100% Reimbursable - State	Z9S	-
Y5	02M	STATE	Essential Rail Assistance Account	E80	85,000
Y5	161	STATE	Freight Rail Assistance	E90	4,000,000
Y5	161	STATE	Rail	E91	200,000
Y5	230	STATE	Freight Rail Assistance	E72	2,000,000
TOTAL			PROGRAM Y		126,480,000
Z1	108	STATE	TransAid - State	130	5,101,000
Z1	108	STATE	County/City Audits	LM0	100,000
Z1	108	FEDERAL	TransAid - Federal	140	2,569,000
Z1	230	STATE	Port of Benton Study	1D0	400,000
Z1	406	STATE	Insurance Benefit Increase	6F0	86,500
Z1	406	STATE	Salary Increases	6N0	258,800
Z1	406	STATE	Salary Survey	6C0	26,300
Z1	406	STATE	PRB Compensation Actions	6Q0	232,800
Z2	094	STATE	Local Programs - State	F20	3,250,000
Z2	094	LOCAL	Local Programs - Local	M40	1,750,000
Z2	096	STATE	Local Programs - State	F30	234,000
Z2	096	FEDERAL	Local Programs - Federal	N40	1,500,000
Z2	108	STATE	Local Programs - State	I70	2,847,000
Z2	108	STATE	Small City Pavement Preservation	F51	5,000,000
Z2	108	STATE	Corridor Congestion Relief	F52	20,000,000
Z2	108	STATE	School Safety Enhancements	F53	5,000,000
Z2	108	STATE	Local Salmon Strategies	F54	5,000,000
Z2	108	STATE	Freight Mobility Projects	F55	85,121,000
Z2	108	STATE	Local Programs - State/Bond	F10	1,167,000
Z2	108	FEDERAL	Local Programs - Federal	N70	5,471,000
Z2	161	STATE	Steilacoom RR Crossing	F60	150,000
Z2	195	LOCAL	Student Pedestrian Safety Program	R13	1,358,000
Z2	195	LOCAL	Competitive Grant Program	R14	3,616,000
Z2	195	LOCAL	Low Income Transportation Program	R15	205,000
Z2	195	LOCAL	Local Traffic Synchronization	R16	414,500
Z2	230	STATE	Chehalis Flood Study	F70	67,000
Z2	230	STATE	Chehalis Basin Flood Mitigation	F71	300,000
Z2	230	STATE	Columbia River Dredging	F72	10,000,000

Updated
2/10/2000

Subprogram	Function	Source	Description	Appropriation	1997-99 Appropriation
Z2	784	Non Appr/ LOCAL	Rural Economic Development Program	Z6L	15,000,000
Z2	784	Non Appr/ LOCAL	100% Reimbursable - Local	Z9L	5,000,000
Z2	784	Non Appr/ FEDERAL	100% Reimbursable - Federal	Z9F	362,000,000
Z2	784	Non Appr/ LOCAL	Fish Barrier Grant Program	Z7L	3,100,000
Z3	108	STATE	TransAid - State	130	-
Z6	108	STATE	Wahkiakum County Ferry - State	130	550,000
TOTAL			PROGRAM Z		546,874,900
TOTAL			AGENCY 405 - WSDOT		3,996,619,406

**Agency
410**

L1	230	STATE	Transportation Commission - State	BA0	807,000
L1	406	STATE	Insurance Benefit Increase	6F0	5,454
L1	406	STATE	Salary Increases	6N0	13,184
TOTAL			AGENCY 410 - TRANSPORTATION COMMISSION		825,638

**Agency
411**

J1	230	STATE	Transportation Commission - State	FM0	600,000
J1	406	STATE	Salary Survey	6C0	15,898
J1	406	STATE	Insurance Benefit Increase	6F0	2,458
J1	406	STATE	Salary Increases	6N0	12,359
TOTAL			AGENCY 411 - FREIGHT MOBILITY STRATEGIC INVESTMENT BOARD		630,715

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Finance Codes Federal

	<u>FHWA</u> <u>APPR</u>	<u>Reimb</u> <u>%</u>	<u>Financing Source</u>	<u>Fin</u> <u>Code</u>
	3AA	86.50	Surface Transportation Program (STP) Urban Areas - Non-Interstate less than 200,000 Population	TU
	3AA	90.66	STP - Urban Areas - Interstate less than 200,000 Population	JU
	3AA	100.00	STP - Urban Areas - Safety less than 200,000 Population	TB
	04L	100.00	Interstate Maintenance - Safety	CE
Q01	04M	90.66	Interstate Maintenance	CA
	010	83.13	Consolidated Primary F	HA
	12B	Variable	Skill Training (OJT)	JI
	12C	Variable	Minority Business (MBE)	JI
	18E	100.00	Public Lands Highway FY 1992 Subsequent Years	JM
	19A	100.00	Forest Highways 1992 subsequent Years	JN
Q05	31A	100.00	NHS - Principal Arterial - Safety	SA
Q22	33B	80.00	STP - Enhancement - Bike/Pedestrian	ST
Q22	33B	86.50	STP - Enhancement - Non_Interstate	SG
Q22	33B	90.66	STP - Enhancement - Interstate	IG
Q23	33C	86.50	STP - Urban Areas - Non-Interstate greater than 200,000 Population	SU
Q23	33C	90.66	STP - Urban Areas - Interstate greater than 200,000 Population	IU
Q24	33D	86.50	STP - State Flexibility - Non-Interstate-Local	US
Q24	33D	86.50	STP - State Flexibility	SS
Q24	33D	90.66	STP - State Flexibility	IS

**Finance Codes
Federal (continued)**

<u>FHWA</u> <u>APPR</u>	<u>Reimb</u> <u>%</u>	<u>Financing Source</u>	<u>Fin</u> <u>Code</u>
33E	86.50	Surface Transportation Program (STP) Rural Areas - less than 5,000 Population Non-Interstate	SR
33 M	90.00	STP - Rail Crossings - Protective Devices	RC
33N	90.00	STP - Rail Highway Crossings - Elimination of Hazards	RC
33P	90.00	STP - Hazard Elimination - Non-Interstate	SH
33R	100.00	STP - Enhancement - Safety	SF
33S	100.00	STP - Urban Areas - Safety greater than 200,000 Population	SB
33T	100.00	STP - State Flexibility - Safety	SD
33W	100.00	STP - Rural Areas - less than 5,000 Population - Safety	SC
33X	100.00	STP - Rail Highway Crossings Protective Devices - 100%	
33Y	100.00	STP - Rail Highways Crossing - Elimination of Hazards - 100%	RD
33Z	100.00	STP - Hazard Elimination Safety	SI
34A	86.50	Minimum Allocation Non Interstate	SS
34C	90.66	Minimum Allocation Interstate	SS
34B	90.00	Urban Large - greater than 200,000 Pop	IU
042	90.66	Interstate Completion	CG
042	95.00	Interstate Completion with Fly Ash	CH
043	100.00	Interstate Completion - Traffic Control Signalization	CF
044	90.66	Interstate Resurfacing	CA
044	95.00	Interstate Resurfacing with Fly Ash	CJ
047	100.00	Interstate "G" Signalization	CE
054	90.66	Interstate Discretionary	CD
054	95.00	Interstate Discretionary with Fly Ash	CI
075	83.13	Rural Secondary	HL

**Finance Codes
Federal (continued)**

<u>FHWA</u> <u>APPR</u>		Reim b %	<u>Financing Source</u>	<u>Fin Code</u>
	94A	100.00	Rural Transportation Assistance Program	HC
098	09G	100.00	Emergency Relief - Non-Interstate (first 180 days)	JL
09L	09N			
09Q	09T			
098	09G	86.50	Emergency Relief - Non-Interstate (after 180 days)	JL
09L	09N			
09Q	09T			
098	09G	100.00	Emergency Relief - Interstate (first 180 days)	JQ
09L	09N			
09Q	09T			
098	09G	90.66	Emergency Relief - Interstate (after 180 days)	JQ
09L	09N			
09Q	09T			
Q12	114	80.00	Bridge Replacement	JP
Q12	114	85.00	Bridge Replacement(20% OFF)	JF
Q11	117	80.00	Bridge Replacement(15% OFF)	JP
Q11	117	85.00	Bridge Replacement(15% OFF)	JF
Q11	117	100.00	Bridge Replacement(15% OFF)	JP
Q10	118	80.00	Bridge Replacement(65% ON)	JP
Q10	118	80.00	Bridge Replacement	JP
Q10	118	85.00	Bridge Replacement(65% ON)	JF
Q10	118	100.00	Bridge Replacement(65% ON)	JP
Q06	119	80.00	Bridge Replacement - Special	JP
Q06	119	85.00	Bridge Replacement Discretionary	JF
	138	90.00	RR/Hwy Crossing Elimination of Hazard	RC
	139	90.00	RR/Hwy Crossing Protective Devices	RC
	141	90.00	Hazard Elimination	HE
	151	100.00	Forest Highways - Prior to ISTEA	JN
	183	100.00	Public Lands Highways- Prior to ISTEA	JM

**Finance Codes
Federal (continued)**

<u>FHWA</u>	<u>Reimb</u>	<u>Financing Source</u>	<u>Fin</u>
<u>APPR</u>	<u>%</u>		<u>Code</u>
	308	Variable Demo Projects Sec 149(C)	GA
	309	Variable Demo Projects Sec 149(D)- Interstate	GA
Q05	315	86.50 NHS - Principal Arterial - Non-Interstate	NP
Q05	315	90.66 NHS - Principal Arterial - Interstate	IN
	320	90.66 Congestion Mitigation & Air Quality - Interstate	IQ
	320	86.50 Congestion Mitigation & Air Quality - Non-Interstate	AQ
	326	Variable Intelligent Vehicle Highway System	IV
	327	Variable Ferry Boat/Ferry Terminal Facility	MS
A14	100.00	Consolidated Primary "G" Signalization	HI
FAA	Variable	Federal Aviation Administration	RA
FRA	Variable	Federal Rail Administration	RA KC
FTA	Variable	FTA Grants	MT
	Variable	80.00 Demonstration Project	GA
	Variable	80.00 Demonstration Project - Interstate	GA
	Variable	80.00 Non-Demonstration Grants	GB
	Variable	100.00 Defense Access Roads	JK
W32	83.13	Urban System - Non Attributable	UA
W33	100.00	Urban System "G" Non Attributable- Prior to ISTEA	UC
W36	83.13	Urban System Attributable	UA
W37	100.00	Urban System "G" Attributable - Prior to ISTEA	UC
Z9L	100.00	Fiduciary Funds (RTA/Tacoma Narrows)	DE

Finance Codes Non-Federal

<u>FHWA</u> <u>APPR</u>	<u>Reimb</u> <u>%</u>	<u>Financing Source</u>	<u>Fin</u> <u>Code</u>
STATE		State Funds/Non-Participating Federal Aid	AA
STATE		Planned State (Eligible for Federal Aid)	AE
STATE		Planned State (Eligible for NHS Funds)	AF
STATE		Planned State (Eligible for STP Funds)	AS
STATE		Transportation Account (Fund 230, C1 only)	AT
STATE		Planned State (Eligible for Federal Aid Urban)	AU
STATE		Planned State (Eligible for Federal Aid Bridge)	AW
BOND		Bond Projects/Non-Participating Federal Funds	BA
LOCAL		Local / Other Agency/Developer Participation	DA
LOCAL		Power Washington	DN
LOCAL		Local Projects (TIB)	DT
LOCAL		Local Programs (TRANSAID) Federal Participation	LA

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Revenue Source Codes

Introduction

All money received by the Department must be recorded as coming from somewhere (a source). The information contained in this section provides a detailed list of all the valid Revenue Source Codes which are used by the Department.

Revenue Source Code is used to answer the question "Where did the money come from, or who provided the funding?" It is used on all transactions where the Department is the original point of collection. The majority of revenues collected by the Department are from reimbursement of costs incurred by the Department.

The Revenue Source code consists of three elements. The first two elements, the Major Group (the first two digits) and the Major Source (the second two digits combined with the first two) are defined by the Office of Financial Management (OFM). These are used to provide consistent information on revenues statewide. The third element the Sub Source (the final two digits) is defined by the Department.

For example the Revenue Source Code 0526 01 provides the following information:

The "05" is the **Major Group** and is defined by OFM as Private/Local Charges and Miscellaneous Revenue, and State Revenue.

The "0526" is the **Major Source** and is defined by OFM as Highway Construction and Maintenance.

The "01" is the **Sub Source** and is defined by the Department as Damages to Highway System.

REVENUES

The Revenue Source code is used to identify the original category from which the revenue is derived. The primary sources (Major Groups) of revenue as defined by OFM are as follow:

- 01 Taxes
- 02 Licenses, Permits, and Fees
- 03 Federal Grants in Aid
- 04 Charges and Miscellaneous Revenue
- 05 State Revenue for Distribution
- 06 Insurance Trust Revenue
- 07 Other Miscellaneous Revenue

The Major Group (2 digit) and Major Source (first 2 plus 2=4 digit) codes are common to all state agencies. The Sub Sources are assigned by each agency as needed. This section contains all of the Revenue codes used at WSDOT.

The majority of revenues collected by the Department are from reimbursement of costs incurred by the Department.

The definition of Revenue code 0426-01 would be as follows:

Major Group	05	Private/Local Charges and Miscellaneous Revenue
Major	0526	SourceHighway Construction and Maintenance
WSDOT Revenue code (aka Sub Source)	0526 01	Damages to Highway System

Per Directive D13-80, certain types of revenue require forms to be completed prior to processing.

Source 0299-29	requires Motorist Information Signing form 224-42
Source 0299-32	requires Motorist Information Signing form 224-42
Source 0418-01	requires State form 267A attached

Revenue Source Codes

Major <u>Source</u>	Sub <u>Source</u>
------------------------	----------------------

0115

Motor Vehicle Fuel Tax

- | | |
|----|---|
| 01 | Aeronautic Account — Motor Vehicle Fuel Tax |
| 11 | Motor Vehicle Fuel Tax Transfer from Fund 108 |

0151

Excise Taxes — Other

- | | |
|----|-------------------------|
| 01 | Aircraft Excise Tax 10% |
| 02 | Aircraft Excise Tax 90% |

Revenue Source Codes (Continued)

<u>Major Source</u>	<u>Sub Source</u>	
0204		Aircraft
	01	Aircraft Dealer's Licenses
	02	Aircraft Registration Fees
0299		Other Licenses, Permits, and Fees
	01	Pilot Registration Fees
	02	Public/Private Partnering Fees
	20	Log Tolerance Permits
	21	Special Permit Fees
	22	Access Permits (RCW 47.50.050)
	23	Additional Tonnage Permits
	24	Outdoor Advertising Permits
	25	Temporary Agricultural Directional Signs
	28	Motorist Information Business Sign Permit Fee (OSC Use Only)
	29	Motorist Information Business Sign Manufacture and Installation Fee
	30	Motorist Information Business Sign Annual Maintenance Fee/ Permit Renewal
	31	Tourist Oriented Directional Signs Permit Fee
	32	Tourist Oriented Directional Signs Manufacture and Installation Fee
	33	Tourist Oriented Directional Signs Annual Maintenance Fee
	34	Rest Area Advertising Sales
	35	Sponsor Adopt-A-Highway Signs @EHSB 1512

Revenue Source Codes (Continued)

<u>Major</u> <u>Source</u>	<u>Sub</u> <u>Source</u>
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0307	Non-Federal Assistance - Vendor Services
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01	Vendor Services Provided to federal agencies
----	--

0320	Department of Transportation
-------------	-------------------------------------

01	Federal Highway Administration
----	--------------------------------

02	Federal Transit Administration Grants
----	---------------------------------------

72	Federal Railroad Administration Grants
----	--

75	Federal Aviation Administration
----	---------------------------------

Revenue Source Codes (Continued)

<u>Major Source</u>	<u>Sub Source</u>	
0401		Treasury Investment Income
	01	Interest on Contracts
	02	Interest on Advances to Other Governmental Agencies
	03	Interest Earned on Loans
	05	Interest on Facilities Property Contract Sales
	10	Premium in Escrow
	90	Bank Interest from Securities
	91	Interest from Investments
 0402		 Income From Property
	16	Parking
	70	Vessel Concession Revenue
	72	Marriott Capital Construction Credit (Debit to Revenue)
		Concession Reconstruction Revenue Deductions
	75	Terminal Concession Revenue — Marriott
	76	Terminal Concession Revenue — Other
	77	Terminal Concession Revenue — McDonalds
	85	Advertising Income
 0405		 Fines and Forfeits
	22	Surety Deposit Forfeitures
	31	Late Charge on Past Due A/R
	97	WSF Reservations - Forfeitures
	99	Fines and Forfeits

Revenue Source Codes (Continued)

<u>Major Source</u>	<u>Sub Source</u>	
0408		Treasury Deposit Income
	01	Deposit Interest
0409		Local Investment/Interest Income
	01	Interest Collected from Federal Government
	02	Interest Income on Local Investments
	03	Gain on Sale of Local Investments
0410		Unclaimed Monies
	06	Gifts, Grants, and Donations
	08	Unidentifiable Money
0415		Sale of Property — Timber
	21	Sale of Timber Other Than Federal Aid Projects
	22	Sale of Timber on Federal Aid Projects

Revenue Source Codes (Continued)

<u>Major</u>	<u>Sub</u>
<u>Source</u>	<u>Source</u>

0416	Sale of Property — Other
01	Sale of Land or Improvement
02	Sale of Facilities Land, Buildings, or Improvements
03	Contact Sales of Facilities Land, Buildings, or Improvements
10	Sales of Investments
19	Sale of Surplus Property
20	Sale of Personalty (not real property)
21	Sales of Stores
22	Sale of Salvage
23	Sale of Right of Way Excess Land or Improvements Other than Federal Aid Projects
24	Sale of Right of Way Excess Land or Improvements on Federal Aid Projects
25	Sale of Right of Way Excess Land on Real Estate Contract Federal Aid Projects
26	Sale of TEF Property — Previously Expensed Equipment
27	Sale of R/W Excess Land on Real Estate Contract - Other than Federal Aid Projects
28	Sale of Salvage - Federal Share (salvage value received > \$1000)
29	Sale of Salvage Rights (real property)
 0418	 Gain or Loss on Sale of Fixed Assets
01	Disposed Capitalized Equipment - Write Off of Book Value(When coded to the revenue source, the system will infer GL 3213)
02	Disposed Capitalized Equipment - Proceeds from Sale(When coded to the revenue source, the system will infer GL 3213)

Revenue Source Codes (Continued)

<u>Major Source</u>	<u>Sub Source</u>	
0420		Charges for Services
	05	Miscellaneous Services
	06	Printing Services (W/O JJ)
	07	Geographic Services (W/O JK)
	08	Materials Laboratory Services (W/O JM)
	09	Permit Handling Fees
	10	Miscellaneous Services — Cash Sales Only
	11	Photocopies
	12	Conference Fee Reimbursements (R3)
	71	Consulting & Property Management
	72	Systems Support from Application Services
	73	Mainframe
	74	Telecommunications
	75	Server Charges
	76	System Support from Project Support Services
	77	Work Station Support
	78	Regional IT Support
	79	MIS Customer Communications Revenue
	80	Systems Support - Servers
	81	Computer Equipment Repairs
	93	OTEF Equipment Rentals (E1)
	95	Management Information Services/Rentals (E2)
	96	Recognition of Deferred Revenue (E2)
	97	Year 2000 Application Support (E2)
	98	Year 2000 Mainframe (S5)

Revenue Source Codes (Continued)

<u>Major Source</u>	<u>Sub Source</u>	
0421		Publications and Documents
	07	Sale of Maps, Plans & Specifications and Miscellaneous Publications
	08	Sale of Bicycle Trail Maps
	09	Sale of Local Programs Publications
	10	Sales of Pavement Guides & Misc. Publications (Mats Lab)
0425		Filing Fees and Legal Services
	05	Permits for Removing Materials from State Lands
	07	Basic Franchise and Permit Fees
0427		Property and Resources Management
	01	Third Party Damages to Building
	02	Rental of Facilities Lands, Buildings, and Other Property
	14	Space Rentals -Telephone Booths
	15	Rentals of Lands, Buildings and Other Property - State Share Also includes Colman Dock Piers 50 and 51
	16	Airspace Lease - State Share
	17	Airspace Leases - Federal Share
	18	Rentals of Lands, Buildings and Other Property - Federal Share
	20	Deferred Revenue — Last Month's Rent Amounts must be transferred on a periodic basis to balance sheet account 5192 (short term) or 5292 (long term).
	21	Rental of Buildings and properties owned or operated by WSDOT Capital Facilities and rented to all others.

Revenue Source Codes (Continued)

<u>Major Source</u>	<u>Sub Source</u>	
0428		Other Charges for Current Service
	01	Other Charges for Current Services
0450		Sales of Goods and Services — Proprietary Funds
	01	Sundry Sales (includes Intra Agency Reimbursement)
	02	Tort Claims Reimbursement
	03	Gas & Oil Sales
	04	Reimbursement form other Governmental Entities
	05	Warranty Claims Reimbursement
0480		Operating Transfers — In
	01	Fund Transfers — In
0481		Operating Transfers — Out
	01	Fund Transfers — Out
0485		Immaterial Prior Biennium Adjustment
	01	Immaterial Adjustments Correcting Transactions Posted in a Previous Biennium

Revenue Source Codes (Continued)

<u>Major Source</u>	<u>Sub Source</u>	
0490		Cash Over and Short
	01	Cash Over and Short
	02	Canadian Exchange
	03	Change Order Cash Over & Short
	04	Cash Over & Short - WSF Cashier
	05	Cash Over & Short - Charges
	06	Cash Over & Short - WSF Reservation Deposit
 0497		 Charges for Transportation Services
	10	Passenger Services
	11	Passenger Only Express
	15	Transit Pass
	20	Automobile
	30	Trucks
	40	Other Vehicles
	50	Freight
	55	Charter Cruises
	60	Miscellaneous Services
	65	Duty Free Shop
	97	WSF Reservation Deposit - Liability
	99	WSF Fares Temporary

Revenue Source Codes (Continued)

<u>Major</u> <u>Source</u>	<u>Sub</u> <u>Source</u>
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0499	Other Revenue
01	Miscellaneous Revenues
03	Civil Penalty Failure To Comply With D/WBE
04	Sno-Line Revenues
05	Telephones
06	NSF Check Fees (\$30.00)
07	Check Profile Fee
08	Charge Slip Copy Fee
09	Surcharge on Agreements
10	Extended Credit Fees
11	Account Reconciliation Fee
12	Miscellaneous Revenue - Facilities
20	Subsidy Revenue
30	Interest from Collection Agencies
31	Interest Charged on Past Due A/R
99	Overhead on Indirect Charges (JOBT table overhead)

Revenue Source Codes (Continued)

Major <u>Source</u>	Sub <u>Source</u>
------------------------	----------------------

0526	Highway Construction and Maintenance
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01	Damages to Highway System (current)
02	Other Participation Highways — Counties (current)
03	Other Participation Highways — Cities (current)
04	Other Participation Highways — Other Governmental Agencies (current)
05	Other Participation Highways — Other (current)
06	Contingent Accounts Receivable
07	Gas Tax Withholdings (Olympia Service Center use only)
08	Other Participation Highways — Counties (deferred)
09	Other Participation Highways — Cities (deferred)
10	In-kind Accounts Receivable — Payments (OSC use only)
11	Other Reimbursement
13	Other Participation — Cities and Counties
14	Partnering Workshops

0541	Private Contributions
-------------	------------------------------

01	Private Contributions
02	Developer Funds (RCW 82.02.020)
03	Local Government Contributions and Grants

0546	Federal Revenue Pass Through
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01	Federal Revenue Pass Through
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Revenue Source Codes (Continued)

<u>Major Source</u>	<u>Sub Source</u>	
0715		Recovery of Current Biennium Expenditures
	01	CAPS Contractor Deductions
0716		Recoveries of Prior Biennium Expenditures
	01	Recovery of Prior Biennium Expenditures
	02	Recovery of Prior Biennium Expenditures - FHWA Refund
0723		Refunds on Account of Forgery (Prior)
	01	Refunds on Account of Forgery
0726		Non cash Revenue Transfers – Compensation
	01	Salary and Insurance Increase Revolving Fund
	02	Transfers to Agency Payroll Revolving Fund
0727		Non cash Revenue Transfers – Other
	01	Transfers - Year 2000 Revolving Account

Revenue Source Codes (Continued)

Major <u>Source</u>	Sub <u>Source</u>	
0730		Items Placed in Suspense
	01	Items Placed in Suspense — Permits
	03	Items Placed in Suspense
	07	Permits — Other than Department of Licensing
	08	Department of Licensing Trip Permits
	09	Department of Licensing Fuel Tax
	10	Regional Permit Fees to be Paid to Other States
	20	Suspense — Advance Billings
	21	Suspense — Deferred Revenue
	22	Suspense — Project Support Services
	30	Retail Sales Tax (Due to the Department of Revenue)
	31	Suspense — Risk Management
	32	Suspense — Real Estate Services
	33	Suspense — Planning & Programming Service Center
	34	Suspense — Pre-Contract
	35	Suspense — Materials Laboratory
	36	Suspense — Washington State Ferries Division
	37	Suspense — Geographic Services
	39	Suspense — Aviation Division
	41	Suspense — Northwest Region
	42	Suspense — North Central Region
	43	Suspense — Olympic Region
	44	Suspense — Southwest Region
	45	Suspense — South Central Region
	46	Suspense — Eastern Region

Revenue Source Codes (Continued)

<u>Major Source</u>	<u>Sub Source</u>	
0731		Treasurers Undistributed Receipts Suspense
	01	Motorist Information Business Sign Application Fee (\$75.00)
	02	Undistributed Receipts
	03	Marine Undistributed Receipts
	04	WSF Reservation Deposits
	39	Suspense - Aviation
0748		Rental Excise Tax Suspense
	01	Rental Excise Tax Suspense
0753		Extraordinary G/L on Debt Restructuring
	01	Debt Restructuring Gain or Loss
0765		Loan Principal Repayment
	01	Loan Principal Repayment Entries to this revenue source require related entries to Loans Receivable and Reserve for Loans. Contact the OSC Accounting Services office, Analysis & Reporting Section for special handling.
0791		Non sufficient Funds Checks
	01	Outstanding N.S.F. Checks/Recoveries

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Balance Sheet & General Ledger Codes Introduction

The information in this section covers two areas: Account Type Codes and Balance Sheet/General Ledger Codes.

Account Types:

An account type is used to classify a transaction by the type of account the transaction affects — Assets, Liabilities, Fund Equity, Expenditures, Expenses or Revenues.

Balance Sheet & General Ledger Codes:

Every accounting system classifies transactions into one of three major types of accounts. These accounts are: Assets, Liabilities and Equity. Revenues and Expenditures/Expenses are considered part of equity since the balances at the end of an accounting period close to the equity accounts.

The basic accounting equation is $\text{Assets} = \text{Liabilities} + \text{Equity}$. These three groups of accounts are commonly referred to as balance sheet accounts or real accounts. Revenues, Expenditures and Expenses are commonly referred to as Nominal Accounts.

The term General Ledger refers to the accounts which reflect the financial position and results of operations of the entity. For government agencies, the entities are the various funds.

The information in this section gives the coding structure for the Department's General Ledger and relates it to the corresponding Office of Financial Management (OFM) Agency Financial Reporting System (AFRS) General Ledger code structure (OFM GL). TRAINS uses the term Balance Sheet Account (BS Acct) rather than General Ledger Account. In some cases TRAINS uses the OFM GL codes for Balance Sheet Accounts. In other cases, TRAINS uses different Balance Sheet Account codes which roll up to specific OFM GL codes. These are called WSDOT Sub Acct codes in this section.

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Account Type Codes

Every transaction that is processed is designated with an account type. The account type identifies the classification of the transaction. Listed below are the account types used in TRAINS.

<u>Account Type</u>	<u>Description</u>
<u>Real Accounts</u>	
01	Assets
02	Liabilities
03	Fund Equity
<u>Nominal Accounts</u>	
22	Expenditures/Expenses (Object)
23	Expenditures (Object & Balance Sheet)
24	Expenses (Depreciation, etc.)
31	Revenue

Note: This is a listing of the most active Account Type Codes currently used by TRAINS in processing documents. Reference the Account Type (ACCT) Table for the complete list of available Account Type Codes in TRAINS.

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WSDOT General Ledger
TRAINS Balance Sheet Accounts

Acct Type	<u>Title</u>	OFM <u>G. L</u>	WSDOT <u>Sub Acct</u>	<u>Restricted to Funds: Or Notes on usage</u>
01 ASSETS				
<u>CASH & CASH EQUIVALENTS</u>				
	Cash in Bank (local)	1110		All Funds moved to Fund 519
	Cash in Transit	11xx		
	Agents Petty Cash		F103	All Funds moved to Fund 519
	Current Bien Activity	4310		Restricted to OST use only (AFRS)
	Beg TREAS Cash Bal	4320		Restricted to OSC use only, for Funds which WSDOT administers
	Beg Cash Bal-Agy Fds	4325		Restricted to OFM use only (AFRS)
	Cash In Process	7100		Restricted AFRS Interface
	Receipts In Process	7110		035, Restricted AFRS Interface
	Warrants In Process	7120		035, Restricted AFRS Interface Restricted AFRS Interface
	Cancellations In Process	7130		
	JV's In Process	7140		
<u>TRAINS INTERFACING DOC BAL ACCTS</u>				
	Labor System		99AA	INFR table
	CAPS System		99AK	INFR table
	Bridge Allocation		99BR	INFR table
	Geographic Services (BATS)		99GS	INFR table
	Materials Lab (BATS)		99ML	INFR table

WSDOT General Ledger
TRAINS Balance Sheet Accounts (Continued)

<u>Acct Type</u>	<u>Title</u>	<u>OFM G. L</u>	<u>WSDOT Sub Acct</u>	<u>Restricted to Funds: Or Notes on usage</u>
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01 ASSETS (Continued)

TRAINS INTERFACING DOC BAL ACCTS (Continued)

WSF Labor System		99M1	INFR table
WSF Payroll System		99M2	INFR table : 519
WSF Mileage Distribution		99M3	INFR table : 519
Printing Services (BATS)		99RE	INFR table
Consumable Inventory		99SA	INFR table

NON INTERFACING SYSTEM DOC BAL ACCT

Cost Allocation (AD & Brdg & IP)		99CA	
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PAYROLL CLEARING ACCOUNTS

WSDOT Payroll		99AP	INFR table: 108
WSF Payroll		99MP	INFR table: 519

Undeposited Local Cash		1120	
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Petty Cash		1130	restricted to Olympia Service Center (OSC) use only, 039, 108
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WSF Petty Cash		F100	519
Agents Working Funds		F101	519
Ticket Vending Machines		F110	519
Maint & Cure (Vessel Union)		F111	519

WSDOT General Ledger
TRAINS Balance Sheet Accounts (Continued)

Acct Type	<u>Title</u>	OFM <u>G.L</u>	WSDOT <u>Sub Acct</u>	Restricted to Funds: <u>Or Notes on usage</u>
01 ASSETS (Continued)				
<u>CASH & CASH EQUIVALENTS (Continued)</u>				
Cash w/Escrow Agent	1140			
Caps System Retainage			TC39	079, 099, 108, 195, 215, 230, 410, 736
Cash w/Fiscal Agent	1150			
<u>INVESTMENTS</u>				
Temporary & Pooled Invstmts	1205			
T-Bills			H108	519
Stocks			H109	519
Escrow Account			H112	519
Security Principal			J101	519
Security Interest			J102	519
Investments	1210			
Unamort Premium on Invstmts	1272			Restricted to OST use only
Unamort Discount on Invstmts	1273			Restricted to OST use only
<u>SHORT-TERM RECEIVABLES</u>				
Current A/R	1312			TRAINS system (SPEC table)
Bal Fwd Grp BA Other Receivables			A130	108
DP Billing System A/R			E920	INFR table: 410
Ferry Passage			H100	519
Restitution & Judgments			H101	519
Misc. from Unpaid Hood Canal Brdg			H102	519

WSDOT General Ledger
TRAINS Balance Sheet Accounts (Continued)

Acct Type	<u>Title</u>	OFM <u>G.L</u>	WSDOT <u>Sub Acct</u>	Restricted to Funds: <u>Or Notes on usage</u>
01 ASSETS (Continued)				
<u>SHORT TERM RECEIVABLES (Continued)</u>				
	Chges In-Transit from Settlmnt Corr		H103	519
	Delinquent Comm/Non-Comm Accts		H104	519
	NSF Checks		H105	519
	Delinquent Pre-Collect		H106	519
	Year End Ticket Sales		H107	519
	Vanpool		H113	519
	Bicycle		H114	519
	Employer Subsidized Pass		H115	519
	Contracts		H116	519
	A/R WSF Temporary		H200	519
	WSF A/R Suspense		H201	519
	Money Due to WSDOT		TC32	079, 099, 108, 195, 215, 230, 410
	Notes Receivable	1313		
	Loans Receivable	1314		
	Interest Rec on Investments	1316		519
	T-Bills		H110	519
	A/R Stocks		H111	
	Other interest receivable	1317		
	Unbilled Receivables	1318		
	Other Receivables	1319		
	PISD Interim Checks		F102	519
	Misc. Receivables		F105	519

WSDOT General Ledger
TRAINS Balance Sheet Accounts (Continued)

<u>Acct Type</u>	<u>Title</u>	<u>OFM G. L</u>	<u>WSDOT Sub Acct</u>	<u>Restricted to Funds: Or Notes on usage</u>
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01 ASSETS (Continued)

ALLOWANCE FOR UN COLLECTIBLE SHORT TERM RECEIVABLES

Allow for Uncoll A/R - ST	1342			contra to 1312
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Uncoll M2 Damage Claims		A131		108
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Allow for Uncoll Notes - ST	1343			contra to 1313
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Allow. for Uncoll. Loans - ST	1344			contra to 1314
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Allow. for Uncoll. Interest Invst	1346			contra to 1316
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Allow. for Uncoll. Interest Rec	1347			contra to 1317
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Allow. for Uncoll. Other - ST	1349			contra to 1319
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INTERGOVERNMENTAL RECEIVABLES

Due from Federal Govt	1351			
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Due from Other Govt	1352			
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Due from Other Funds	1353			Requires valid Provider code (FUNDxxx)
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Rec'v from Other Funds		F109		519
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Due from Other Agencies	1354			Requires valid Provider code (WSxxxx)
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WSDOT General Ledger
TRAINS Balance Sheet Accounts (Continued)

Acct Type	<u>Title</u>	<u>OFM G. L</u>	<u>WSDOT Sub Acct</u>	<u>Restricted to Funds: Or Notes on usage</u>
01 ASSETS (Continued)				
<u>INVENTORIES</u>				
	Consumable Inventory	1410		108, 410, 519
	Vessel Fuel Inventory		F104	519
	Stores Consumable Inventory		I100	INFR table: 108, 410, 519
	Gas & Oil Inventory		I101	INFR table: 410
<u>PREPAID EXPENSES</u>				
	Prepaid Expenses	1510		410
	Prepaid Expenses		E150	410
	Prepaid Marine Insurance		F106	519
	Prepaid Fire Insurance		F107	519
	Prepaid Rent		F108	519
	Security Principal		J104	519
	Security Interest		J105	519
<u>LONG TERM RECEIVABLES</u>				
	Taxes Receivable - LT	1611		
	Loans Receivable - LT	1614		
	Other Receivable - LT	1619		
<u>ALLOWANCE FOR UN COLLECTIBLE LONG TERM RECEIVABLES</u>				
	Allow for Uncoll Taxes/R - LT	1641		contra to 1611
	Allow for Uncoll Loans/R - LT	1644		contra to 1614
	Allow for Uncoll Oth Rec'v - LT	1649		contra to 1619

WSDOT General Ledger
TRAINS Balance Sheet Accounts (Continued)

<u>Acct</u> <u>Type</u>	<u>Title</u>	<u>OFM</u> <u>G. L</u>	<u>WSDOT</u> <u>Sub Acct</u>	<u>Restricted to Funds:</u> <u>Or Notes on usage</u>
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01 ASSETS (Continued)

LONG TERM INTERGOVERNMENTAL RECEIVABLES

Due From Other Gov'ts - L T	1652		
Due From Other Funds - L T	1653		

GENERAL LONG TERM OBLIGATIONS VALUATION ACCOUNTS

Amt Prov for Retirmt LT Obl	1820		999
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OTHER DEBTS

Unamort Discent on Bonds	1910		
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FIXED ASSETS & DEPRECIATION RESERVES

Land	2110		997
Purchase and Transfer		G209	519
Buildings	2210		997
Terminals		G210	519
Leaseholds		G211	519
Allow for Depr-Bldgs	2220		997
Accum Depr-Terminals		G220	519
Accum Depr-Leaseholds		G221	519
Improvements -Other than Bldg	2310		519
Allow for Depr-Other Imprvmnts	2320		519
Furnishings & Equipment	2410		410, 997
Fleet & Equipment Mgmt Sys (FB)		E220	410
Minor Cap System (23)		E230	410
Netman		E240	410

WSDOT General Ledger
TRAINS Balance Sheet Accounts (Continued)

<u>Acct</u> <u>Type</u>	<u>Title</u>	<u>OFM</u> <u>G. L</u>	<u>WSDOT</u> <u>Sub Acct</u>	<u>Restricted to Funds:</u> <u>Or Notes on usage</u>
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01 ASSETS (Continued)

FIXED ASSETS & DEPRECIATION RESERVES (Continued)

Vessels		G213	519
Furnishings		G214	519
Minor Cap System (23)		G215	519
Allow for Depr-Furn & Equip	2420		410, 997
Accum Depr-Equipment		E250	INFR table: 410
Accum Depr-Minor Capital		E260	410
Accum Depr-Netman		E270	410
Accum Depr-Vessels		G223	519
Accum Depr-Furniture		G224	519
Accum Depr-Minor Capital		G225	519
Construction in Progress	2510		519, 997

WSDOT General Ledger
TRAINS Balance Sheet Accounts (Continued)

Acct Type	<u>Title</u>	<u>OFM G. L</u>	<u>WSDOT Sub Acct</u>	<u>Restricted to Funds: Or Notes on usage</u>
<u>02 LIABILITIES</u>				
	<u>SHORT TERM PAYABLES</u>			
	Accounts Payable	5111		TRAINS system (SPEC table)
	Accrued Expenditures		A511	all Funds
	Warrant Cancellations		CX03	all Funds
	WSF Misc. Vouchers Payables		F501	519
	Stores Consumable Payables		I500	INFR table: 108, 410, 519
	Gas & Oil Payables		I501	INFR table: 410
	Federal Aid Billing Suspense		TC40	all Funds
	Other A/P Conversion Bal Fwd		51BB	all Funds
	A/P Accruals Bal Fwd		51CC	all Funds
	A/P Estimated Accruals		51EA	Fiscal year closing only
	Interest Payable	5112		
	Contracts Payable	5115		
	Retained Pct Payable	5116		
	WSDOT Retainage		TC30	001, 079, 099, 108, 195, 215, 230, 410, 519
	Railroad Flagging		TC31	079, 099, 108, 195, 215, 230, 410
	Misc. Retainage		TC34	001, 079, 099, 108, 195, 215, 230, 410
	Payroll Deductions		TC37	108, 195, 230, 410
	Escrow Retainage		TC38	001, 079, 099, 108, 195, 215, 230, 410, 736

WSDOT General Ledger
TRAINS Balance Sheet Accounts (Continued)

Acct Type	<u>Title</u>	<u>OFM G. L</u>	<u>WSDOT Sub Acct</u>	<u>Restricted to Funds: Or Notes on usage</u>
02 LIABILITIES (Continued)				
	<u>ACCRUED LIABILITIES</u>			
	Matured Interest Payable	5122		
	Accrued Salaries & Frg Ben	5124		
	Salaries & Wages		F504	519
	FICA		F505	519
	Unemployment		F506	519
	Annual Leave Payable	5125		410, 519
	Sick Leave Payable	5127		410, 519
	<u>SHORT TERM INTERGOVERNMENTAL PAYABLES</u>			
	Due to Federal Govt.	5151		
	Due to Other Govt.	5152		
	Due to Other Funds	5153		Requires valid Vendor code FUNDxxx)
	Payable to Other Funds		H503	519
	Pay to Fund 519 Transit Passes		H504	519
	Due to Other Agencies	5154		Requires valid Vendor code (WSxxxx)
	Due to Dept of Revenue	5158		OSC use only, Comp Tax payment

WSDOT General Ledger
TRAINS Balance Sheet Accounts (Continued)

<u>Acct</u> <u>Type</u>	<u>Title</u>	<u>OFM</u> <u>G. L</u>	<u>WSDOT</u> <u>Sub Acct</u>	<u>Restricted to Funds:</u> <u>Or Notes on usage</u>
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02 LIABILITIES (Continued)

SHORT TERM BONDS PAYABLE

Revenue Bonds Payable	5162		
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SHORT TERM INSTALLMENTS / LEASES PAYABLE

Lease/Purch Agree Payable	5172		
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Lease Purchase Bal Fwd		TC36	099, 108, 410
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OTHER SHORT TERM LIABILITIES

Short Term Cert./Participation	5173		
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Employee Insurance - Deductions Payable	5181		035
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Savings Bond - Deductions Payable	5188		035
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Garnishment - Deductions Payable	5189		035
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Deposits Payable	5191		
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Deferred Revenues	5192		
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Agreement Prepayment		A591	108
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Performance Bonds		A592	108
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Motor Information Sign - App. Fee		A594	108
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Van Grant Recovery		A595	230
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WSF Reservation Deposit		H505	519
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WSDOT General Ledger
TRAINS Balance Sheet Accounts (Continued)

<u>Acct</u> <u>Type</u>	<u>Title</u>	<u>OFM</u> <u>G. L</u>	<u>WSDOT</u> <u>Sub Acct</u>	<u>Restricted to Funds:</u> <u>Or Notes on usage</u>
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02 LIABILITIES (Continued)

OTHER SHORT TERM LIABILITIES (Continued)

Liability for Canceled Warrants	5194			
Deferred Expenditure Recoveries - Short Term	5195			
Other Short Term Liability	5199			
Vessel Fuel Payable			F500	519

LONG TERM PAYABLES

Claims/Judgments Payable - LT	5213			999
Annual Leave Payable - LT	5225			410, 519, 999
Sick Leave Payable - LT	5227			410, 519, 999

LONG TERM INTERGOVERNMENTAL PAYABLES

Due to Federal Govt. - LT	5251			
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LONG TERM BONDS PAYABLE

Revenue Bonds Payable - LT	5262			
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LONG TERM INSTALLMENTS / LEASES PAYABLE

Lease/Purchase Agree Pay - LT	5272			
Cert of Participation - LT	5273			

OTHER LONG TERM LIABILITIES

Deferred Revenues - LT	5292			
Other Obligations - LT	5299			999

WSDOT General Ledger
TRAINS Balance Sheet Accounts (Continued)

Acct Type	<u>Title</u>	<u>OFM G. L</u>	<u>WSDOT Sub Acct</u>	<u>Restricted to Funds: Or Notes on usage</u>
03 FUND EQUITY				
<u>FUND EQUITY ACCOUNTS</u>				
	Residual Equity Transfer	9210		
	Prior Period Material Adjust	9220		Restricted to OFM use only
	Accounting Policy Changes	9222		Restricted to OFM use only
	Historical Cost of the Asset	9223		410, 519, 997
	Contributed Capital	9300		410, 519
	Retained Earnings	9400		410, 519
	Reserved Retained Earnings	9410		410, 519
	Reserve for Consum Invent	9540		Restricted to OSC use only, 108
	Reserve for Petty Cash	9556		Restricted to OSC use only, 039, 108
	Reserve for Receivables - LT	9570		Restricted to OSC use only
	Other Designated Fund Bal	9580		Restricted to OSC use only
	Unreserved Fund Balance	9590		Restricted to OSC use only
<u>GENERAL FIXED ASSETS VALUATION ACCOUNTS</u>				
	Invest in Gen Fixed Assets	9810		General Funds, 997
	Invest in Gen Fixed Assets	9820		Special Revenue Funds, 997
	Invest in Gen Fixed Assets	9830		Capital Projects Funds, 997
	Invest in Gen Fixed Assets	9840		Expendable Trust Funds, 997
<u>AFRS CLEARING ACCOUNTS</u>				
	Current Period Clearing Acct	9920		Restricted to OSC use only
	Beginning Balance Clearing Act	9998		Restricted to OFM use only

WSDOT General Ledger
TRAINS Balance Sheet Accounts (Continued)

Acct Type	<u>Title</u>	OFM <u>G. L</u>	WSDOT <u>Sub Acct</u>	Restricted to Funds: <u>Or Notes on usage</u>
<u>22 EXPENDITURES / EXPENSES</u>				
	Accrued Expenditures	6505		Restricted AFRS Interface
	Actual Expenditures	6510		Restricted AFRS Interface
	Estimated Accrued Exps	6560		End of Bien JI *AJ transactions only
<u>23 EXPENDITURES</u>				
	Accrued Expenditures	6505		In association with a balance sheet
	Actual Expenditures	6510		In association with a balance sheet
	Expense Elimination (GAAP)	6525		410, 519, Restricted AFRS Interface
<u>24 EXPENSES</u>				
	Depr-Fixed Assets	6511		Restricted AFRS Interface (Requires Object WA01)
	Amortization of Bonds	6512		Restricted AFRS Interface (Requires Object WB01)
	Bad Debts Expense	6515		Restricted AFRS Interface (Requires Object WC01)
	Cost of Goods Sold	6516		
<u>31 REVENUE</u>				
	Approved Estimated Revenues	3110		
	Accrued Revenues	3205		Restricted AFRS Interface
	Actual Revenues	3210		Restricted AFRS Interface
	Gain/Loss on Sale of Fixed A	3213		Revenue source 0418-01 only
	Immaterial Adjustment PB	3215		Revenue source 0485-01 only
	Revenue Adjustmt/Elim	3225		Restricted to OSC use only
	Estimated Accrued Revenues	3260		Restricted to OSC use only
<u>AFRS BUDGET REPORTING ONLY</u>				
	Actual FTE's	0120		Restricted to OSC use only
	Statistical Clearing (FTE's)	0998		Restricted to OSC use only

Transportation Commission (Agency 410)

Introduction

This section is designed primarily for the use of the Transportation Commission and its staff to record the financial information affecting Agency 410.

It is a mini Chart of Accounts for this agency containing many of the elements specific to this agency which are found elsewhere in this Chart of Accounts for the rest of the Department.

L1 Transportation Commission — Agency 410

All expenditures of the Transportation Commission and staff.

L1 01 Administration, Supervision and Suspense

Work Operation Code

0701 Payroll Suspense

0733 Transportation Commissioners and Staff

APPROPRIATIONS

AGENCY 410 Transportation Commission

Fund	Pro g	Capital/Operatin g	State	State/Bond	Federal	Local
230	L101	OP	\$807,000	0	0	0
406	L101	Op	18,638	0	0	0

Funds

AGENCY 410 - Transportation Commission

<u>Fund</u>	<u>ADMIN</u> <u>By</u>	<u>Fund</u> <u>Type</u>	<u>Title</u>	<u>Cash</u> <u>Type</u>	<u>TRAINS</u> <u>Agency</u>
035	OFM	HD	State Payroll Revolving Account	Treas	405 410
406	OFM	BA	Salary & Insurance Increase Revolving Account	Treas	405 410
427	OFM	BA	Special Account Retirement Contribution Increase Revolving Account	Treas	405 410
230	DOT	BA	Transportation Account	Treas	405 410
997		IA	General Fixed Asset Account Group	Local	405 410
999		JA	General Long Term Obligations Account Group	Local	405 410

Organization Code Description

AGENCY 410 - Transportation Commission

Commission

1111 10 Transportation Commission Members

1111 20 Transportation Commission Staff

Expense Budget Level 11 :Sec 1 Code 11

Payroll Suspense

9130 00 Payroll Suspense PR13 Agency 410 Fund 230 No Sec 1 Code

OTHER (no labor)

Assistant Attorney General

8110 10 Assistant Attorney General and Staff

8120 10 Assistant Attorney General - Personnel Issues

Expense Budget Level 81 Sec 1 Code 81(*Sec 1 for 97-99 transactions = 81A*)

end

Freight Mobility Strategic Investment Board (Agency 411)

Introduction

This section is designed for those who need information on the Freight Mobility Strategic Investment Board.

It is a mini Chart of Accounts for this agency containing many of the elements specific to this agency which are found elsewhere in this Chart of Accounts for the rest of the Department.

J1 Freight Mobility Strategic Investment Board — Agency 411

All expenditures related to the Freight Mobility Strategic Investment Board.

J1 01 Administration, Supervision and Suspense

Work Operation Code

0734 Administration, Supervision and Suspense Activities

APPROPRIATIONS

AGENCY 411 Freight Mobility Strategic Investment Board

Fund	Pro g	Capital/Operatin g	State	State/Bond	Federal	Local
230	J101	Op	\$600,000	0	0	0
406	J101	Op	30,715	0	0	0

Funds

AGENCY 411 - Freight Mobility Strategic Investment Board

<u>Fund</u>	<u>ADMIN</u> <u>By</u>	<u>Fund</u> <u>Type</u>	<u>Title</u>	<u>Cash</u> <u>Type</u>	<u>TRAINS</u> <u>Agency</u>
230	DOT	BA	Transportation Account	Treas	405 411
406	OFM	BA	Salary & Insurance Increase Revolving	Treas	405 411

Organization Code Description

AGENCY 411 - Freight Mobility Strategic Investment Board

Freight Mobility Strategic Investment Board

1211 10 Freight Mobility Strategic Investment Board Members and Staff
Expense Budget Level 12 :Sec 1 Code 12

end

Glossary of Terms

Accounts Payable

Includes all amounts owed to a creditor.

Accounts Receivable

Includes all amounts owed to the Department by others from Sundry Sales, Rental Income or other contracted reimbursable services.

Accumulated Depreciation

The balance of this account represents the accumulated monthly credits made to reflect the expiration of the estimated service life of a fixed asset.

Adjustment or Re-establishment of Improvements

Work done by State Force or Contract to adjust or reestablish improvements as part of consideration for the land or land interest acquired.

Advance Planning Location

Traditionally, refers to preliminary work necessary for the selection of a specific route up to and including the approval of the route. See "Preliminary Engineering" for details on work order prefix.

Air Safety and Training

Includes expenses incurred in conducting air safety and training activities.

Amortization

As used by WSDOT, this means the gradual reduction of costs of material and site costs. The gradual reduction in asset value of the cost of raw materials.

Appropriation

A legislative authorization to make expenditures and incur obligations for a specific purpose from designated resources available or estimated to be available during a specified time period.

Assistance to Metropolitan Planning Organizations

Includes all charges related to conducting continuing transportation planning in urbanized areas of the State through agreements with the metropolitan planning organizations in these urbanized areas.

Glossary of Terms (Continued)

Auditing

Salaries, wages, fringe benefits, travel expense and other related costs incurred by department personnel for the audit of third parties such as railroads, utilities, consultants, construction contractors, political subdivisions, universities, nonprofit organizations, and personnel and organizations engaged in right of way studies, planning, research, or related activities where the terms of a proposal or contract necessitate audit.

Aviation Facilities Aid

Includes costs involved in the operation and/or management of the program of state aid to local agency airports. Also includes grants to communities.

Biennium

A 24-month period beginning July 1 of an odd-numbered year and ending June 30 of the next odd-numbered year. Bienniums are known by the two 2 digit odd years. July 1, 1997, to June 30, 1999, would be known as the 97-99 biennium.

Bond Indebtedness

The amount of interest and principal to be paid on outstanding bonds during the biennium.

Capital Construction

The construction or reconstruction of a facility; i.e., highway, building, ferry, and airport, including all associated areas required to make the facility operational such as purchase of right of way, design, construction, etc.

Glossary of Terms (Continued)

Chart of Accounts

The WSDOT Manual which defines the account code structure and the coding used in the automated accounting system to record, classify, and report revenues and expenditures.

Computer Operations Expense

Salaries, wages, fringe benefits, materials and supplies, equipment use and other expenses of the Transportation Equipment Fund — Computer Operations Section.

Computer Operations Income

Income generated as a result of the sales of services by the Transportation Equipment Fund — Computer Operations Section.

Construction

Includes all costs involved in clearing, grading and draining a highway including drainage structures (bridges under 20 feet), construction of bridge and tunnel projects, surfacing and paving and roadside development projects, erosion control items, construction of beautification projects and roadside parks, projects which are primarily performed for traffic and pedestrian service facility installations, sign installations, illumination projects, etc.. Includes all incidental items.

Also includes costs incidental to preparing land designated as a plant site for use: cleaning, leveling, grading and draining sites, landscaping of sites, etc.. Costs incidental to construction of plant buildings, permanent built-in fixtures ordinarily a part of a building and improvements to existing buildings are also included. Includes costs incidental to construction of improvements other than buildings which are permanently attached to the land such as fences, wells, water systems, sewers, driveways, sidewalks, sand bunkers, fuel storage tanks, radio relay or transmitting towers, repeater stations, gun towers, etc..

Improvements are defined as those which will increase the capacity or effect a major change in the functional use of a building or increase the efficiency, economy of operation, or span of life of an existing building to a major degree.

Built-in fixtures are defined as those which are permanently attached to the building by plumbing, wiring, structural attachments (e.g., bolts imbedded in concrete) etc., and as such that their removal would damage the building to which they are fixed. Such fixtures are always included as an integral part of the buildings and structures.

Glossary of Terms (Continued)

Construction Engineering

The work of supervising construction activities, the inspection of construction and related mechanical aspects, e.g. staking necessary to review construction plans together with those staking activities necessary for the State to control construction operations, testing of materials incorporated into construction, checking shop drawings, and measurements for the preparation of progress and final estimates. Construction engineering costs are generally incurred only after approval of the PS&E and also incurred prior to:

1. The date of completion of the final contract pay estimate and its submission to the contractor.
2. The final date of charges for required material testing, or
3. The date of completion of the separation of contract cost by code type, location, etc., whichever is applicable to that portion of the construction engineering phase involved.

Contract Fee Appraisers

Persons who evaluate ownership of property and/or property rights and are under contract to the Department.

Costs of Goods Sold

A summary of all the expenses collected in order to prepare an item for resale.

Current Level (also called Carry Forward)

The costs required to continue old biennium activities in the new biennium including elimination of one-time costs, annualization of salary and health insurance increases, inflation, etc.

Depreciation Expense

The portion of the cost of a fixed asset which is charged as an expense during a particular period.

Direct Costs to Service Equipment

Includes all costs that can be directly identified with a piece of equipment. (All charges to this activity must carry an equipment number.)

Glossary of Terms (Continued)

Disaster Maintenance

Includes the cost of temporary repairs necessary to open a road to travel due to damage caused by floods and washouts; tornadoes, cyclones, eruptions, and earthquakes; or other disasters which are not typical or usual in the areas where occurring. Expenditures charged to this account are to include on the Expenditure Document an explanation of the nature of the repair and specific location. In order to qualify as disaster maintenance, the area must be declared a disaster area in a Declaration of Emergency issued by the Governor. Charges are to be only those applicable to the specific damage.

Drainage

Cleaning ditches, drains, culverts, channels, storm sewers by manual or mechanical methods, including herbicide applications, dike and drainage assessments, and maintaining drainage structures of less than 20 feet.

Environmental Review

The work involves reviewing environmental documents issued by other agencies or entities. Review of these documents includes gathering comments from various disciplines and preparing responses to issuing agencies.

Equipment

All purchases of office furniture and equipment, household equipment and furnishings, tools and other special equipment which can be used without material change in, or an appreciable impairment of their physical condition.

Equipment — OTEF

Equipment supplied to the department by OTEF, which includes equipment necessary to the department's operating and proprietary programs, infrastructure support equipment; and OTEF shop and office equipment.

Glossary of Terms (Continued)

Equipment Breakdown

Applies to all field operations (including snow and ice control) when there is an equipment breakdown. Nonproductive time for manpower affected by a breakdown, up to 4 hours per man, shall be charged to maintenance Work Operation code 6711. When nonproductive time totals less than one hour for each worker affected, the charges shall be included with those charges in use at the time of the breakdown.

Equipment Payable

This account is to be credited with the purchase order price when placing service equipment into inventory upon delivery. These credits are then cleared at the time payment is made to the vendor for the equipment. (More detailed procedures for the use of this account are included in the Equipment System Users Manual M 13-01 Chapter 7.)

Equipment Rental Income

Income earned by the Transportation Equipment Fund through the rental of services and special equipment to the Motor Vehicle Fund or other governmental agencies.

Equipment Rentals, Non Use Charges

Includes Non-Use charges of Equipment Rentals paid to Transportation Equipment Fund for assigned hours with zero monthly use.

Expenditures

Disbursements for the current period plus liabilities accrued during that period.
Account Types (22, 23, 24)

Fact Finding Committees Studies

Includes all charges related to researching, developing and analyzing data and preparing and publishing study reports in the House Utilities and Transportation Committee or the Senate Utilities and Transportation Committee.

Federal Purchase of Land and Easements

Payments made to the Federal Government in reimbursement for costs incurred in acquiring right of way at the request of the State.

Glossary of Terms (Continued)

Fiscal Year

A 12-month period beginning July 1 of any year and ending June 30 of the next year. Fiscal years are known by the 2 digit ending year. July 1 1997 to June 30 1998 would be known as fiscal year 98.

Function Code

Combination of Program (I & P) Subprogram (1, 2, 3, etc.) and appropriate activity within subprogram (e.g. 210, 410, etc.) (no longer used) In TRAINS, replaced by ACTIVITY, which is the program, subprogram, and work operation category.

FTE

Full Time Equivalent employee. Approximately 1800 hours of work is performed in a fiscal year regardless of whether that work is performed by a full-time, part-time, or temporary employee.

General Function — Construction

Miscellaneous minor highway construction program/project related costs which are impractical and impossible to charge to specific projects.

General Function — Maintenance

Salaries, wages, fringe benefits, travel expense, materials, supplies and other expenses incurred by Department employees who cannot charge directly to maintenance project or specific control section.

General Roadside Management

Control of grasses, weeds, trees, and brush by mowing, spraying, or hand methods, including disposal of resultant debris, is the major portion of work performed. Insect and disease control, replacement of erosion control grasses, fertilizing, liming, litter pickup and disposal, and testing of water systems are included in general roadside management, excluding the work accomplished in landscape areas and rest areas.

Moving supplies and equipment, changing and installing attachments on equipment, engineering and reimbursable charges against M-2 are also included. Flagging associated with the above activities on the general roadside is included. For accounting use only, include state furnished material utilized on M-2 contracts on the general roadside.

Glossary of Terms (Continued)

General Services Suspense

A cost center established to accumulate expenses which are difficult to allocate directly to projects and result in excessive project coding. This includes salaries, wages, fringe benefits, materials and supplies and other expenses that will subsequently be cleared to other accounts on a pro-rated basis. Refer to OMB Circular A-87 and FHPM 1-4-5 for use of this cost allocation system.

Geographic Services Suspense

Salaries, wages, fringe benefits, materials and supplies, equipment used, and other expenses incurred in the operation of the Geographic Services Branch that will subsequently be cleared to other accounts on a unit cost basis. (For OSC Use Only)

Highway Lighting System

Illuminaires installed on certain State Highways and on/off ramps. This includes the cost of repair maintenance and operations of these systems.

HPR Administration—

Includes all charges related to administrative and fiscal management functions, including accounting and general office services support.

Interstate Cost Estimate

Includes all charges related to preparation and development of the periodic estimate of costs to complete the Interstate System.

Glossary of Terms (Continued)

Intra Fund — Computer Operations Income

Computer operations income generated by the Computer Operations section of the Transportation Equipment Fund when it supplies services to itself or other sections of TEF.

Intra Fund — Rental Income

Non-cash rental income generated by Operations Transportation Equipment Fund when it uses its own services or equipment.

Inventory Revaluation

Inventory adjustments to the value of property in “Inventory Stores” records of accountability attributable to losses in valuation brought about by obsolescence or because of pricing of comparable items under current market conditions. Also includes adjustments necessary because of transfers of state highway to counties or cities and resulting in write-off of specific stockpile inventories.

The account includes only the difference in actual current inventory value and a reasonable price determined by the appropriate Region engineer. (The price as determined by the Region engineer is a proper charge to the applicable operating or capital improvement program.)

Landscape Management

Includes all work in areas which have been improved by contract or state force projects for aesthetic benefits. Does not include rest areas. Activities involving the care of lawn areas, landscape plantings, and walkways include mowing, weed-tree-brush control, pruning, insect and disease control, replacing dead or missing plants, soil conditioning (mulching, fertilizing, liming), operation-maintenance-repair of irrigation systems, litter pickup and disposal, maintaining walkways and testing water quality. Moving supplies and equipment, changing and installing attachments on equipment, engineering and reimbursable charges against M2 are also included. For accounting use only, include state furnished material utilized on M2 contracts in landscape areas.

Glossary of Terms (Continued)

Legal Services

Administrative settlement cost, court costs, and other legal expenses, including attorney salaries and fees, in the review and defense of contract claims.

Maintenance Traffic Engineering

Includes all traffic engineering activities performed under the direction of the Region Traffic Engineer that are not chargeable to a project (L-Job, Contract, SF job, etc.).

Major Maintenance Contingency

Includes unanticipated major Ferry System maintenance, funded from the Puget Sound Capital Construction Account.

Materials and Supplies

Items such as lumber, paint, signs, engineering supplies, traffic signals, hardware, tools, guardrail, stakes, etc.

Materials Laboratory and Testing — Suspense

Salaries, wages, fringe benefits, materials and supplies, equipment use and other expenses of operating the Materials Laboratory and Testing Section that will subsequently be cleared to other accounts on a unit cost basis. (For OSC Use Only)

Minority Affairs

This covers the training of minority workers and minority contractors to enhance their skills to enable them to bid and/or work on public works contracts.

Obsolescence Expense

Includes cost of obsolete store items.

Office Equipment Expense

Amounts paid for office equipment replacements and additions such as desks, chairs, file cabinets, book cases, office machines and other articles which have a calculable period of service.

Operation of Drawbridges and Ferries

Includes cost of power, operators, incidental operating expenses and consumable supplies.

Glossary of Terms (Continued)

Other Land Management Costs

See Work Operation Codes: Right of Way, section 2c. Includes filing fees, recording fees, and demand fees, etc., paid to county clerks. Also includes cost of title and ownership reports, advertising and state witness fees.

Other Traffic Services

Services performed directly for road users, among which are towing and ambulance service, fire fighting service, etc..

Pavement Evaluation Survey

Includes all charges related to identifying those specific sections of highway approaching loss of structural integrity and also those that are in need of specific attention. This data is used in preparing the Priority Array.

Payroll Suspense

Includes salaries, wages and related employer fringe benefits that are eventually cleared to other programs through the use of a “weighted hourly rate”.

Physical Maintenance

The preservation and upkeep of a highway, including all of its elements, in its original constructed or subsequently improved condition.

Glossary of Terms (Continued)

Planning Studies

The work involves conducting or participating in planning studies. Conducting special planning studies involving all phases of carrying out a study including holding meetings, coordinating with various disciplines and issuing a final report.

Preliminary Engineering (Reconnaissance and Location)

The work of locating and designing, making surveys and maps, sinking test holes, making foundation investigations, preparing plans, specifications and estimates, center line, right of way and incidental construction staking to the extent such staking is necessary to review construction plans, and related general engineering preparatory to the letting of a contract for construction. The work may also include traffic counts, studies undertaken to determine traffic demands, holding of public hearings, preparation of right of way cost estimates, legal, and other costs incidental to the location and design of a highway project necessary for the acquisition of right of way thereon up to but not including the appraisal of individual parcels for acquisition purposes.

These engineering costs are generally incurred prior to the date of construction PS&E approval, or the date construction plan changes are completed prior to the beginning of construction. Approval to proceed with this work is signified by the completion of a work order authorization for a work order with an "OL" or "XL" prefix.

Prepaid Expenses/Computer Operations

Amounts expended for supplies and materials which have a high purchase cost and will not be consumed the month of purchase. These costs will be transferred to Computer Operations Expense monthly as consumed.

Priority Programming

The statewide priority programming (as required by RCW 47.05) is the reference used to define the priority criteria for highway construction work. Programming is based on two priorities; First, is preservation of existing highway system, providing mobility for people and goods, supporting the state's economy, and promoting environmental protection and energy conservation. Second, improvements which shall incorporate a broad range of solutions that are identified in the statewide multi-modal transportation plan as appropriate to address including but not limited to highway expansion, efficiency improvements, nonmotorized transportation facilities, high occupancy vehicle facilities, transit facilities and services, rail facilities and services, and transportation demand management programs.

Glossary of Terms (Continued)

Production and Storage Sites

Sites purchased for the storage or production of materials to be used in the construction or maintenance of State Highways.

Program

A major activity of the agency expressed as a primary function.

Program D3 Needs Development

Includes all charges related to maintaining Capital Plant inventory and needs data, evaluating and summarizing as necessary for making allocations and reporting Capital Plant needs to the Legislature.

Project Management

Work time charges, equipment rental, travel expense and other costs relating to controls and administration of lands and improvements acquired for right of way purposes; includes the maintenance and protection of the property acquired.

Puget Sound Regional Council

Includes all charges related to conducting continuing transportation planning in the Puget Sound Urban Area through an agreement with the Puget Sound Regional Council.

Purchase of Improvements

Purchase of buildings, timber crops and salvageable site improvements. Limited to those items which are to be carried as a real property inventory improvement pending disposition. As to Department acquired improvement, the salvageable value is nonparticipating.

Radio Maintenance

Includes all costs for the maintenance and operations of the fixed base stations and associated remote controllers including maintenance and repair of dedicated communications buildings, dedicated standby power plants, antennas, antenna feedlines and antenna structures. Also includes costs for radio communication telephone lines, power, fuel and site rentals that can be directly charged to the radio system.

Note: Do not include costs for radio operators and miscellaneous office supplies needed for operation of the system.

Glossary of Terms (Continued)

Radio Shop Expense

Includes costs for labor and travel expense of electronics technicians that are directly applicable to the operation and maintenance of the Region radio shops. It further includes the cost of materials, supplies and services not directly chargeable to radios that are applicable to the operation and maintenance of the Region radio shops such as small tools, laundry and towel service, repairs to radio shop machinery, utilities, janitor supplies and services, and repairs and maintenance to buildings.

Radio Administration

Salaries, wages, fringe benefits, travel expense, materials, supplies and other expense directly related to the administration of the Department of Transportation Radio Communications Network.

Rail Planning

Development of the State Rail Plan; prepare economic studies of rail line segments and related shippers; local assistance for Federal Railroad Administration grant application development, processing and administration of FRA grants; development of state contractual procedures relating to railroad activities; supervise the implementation and regulatory compliance with Federal and State laws, of contracts in force; conduct special railroad studies; identify and prepare needed legislation; conduct and participate in meetings with local officials and the public.

Railroad Flagging

All dollars actually incurred by the railroad company for flagmen and clearing tracks of debris.

Real Estate Services Supervision

Salaries, wages, fringe benefits, travel expense, materials, supplies, and other expenses directly related to the administration of the Real Estate Services Section.

Glossary of Terms (Continued)

Repairs and Maintenance of Paths and Trails

Repair and maintenance of paths and trails primarily designed for the use of pedestrians, equestrians and bicyclists. Items included are surface maintenance; drainage maintenance; mowing; chemical brush and weed control; manual/mechanical brush and weed control; landscape maintenance such as weeding, trimming, pruning, etc., snow removal; litter pickup; janitorial service for any structures that may become part of the paths and trails system; maintenance and repair tasks associated with paths and trails. In most cases paths and trails will be within the right of way; therefore charges to this function should be limited to maintenance and repair operations specifically associated with system of paths and trails that would not have been repaired without their presence.

Printing Services Suspense

Salaries, wages, fringe benefits, materials and supplies, equipment use and other expenses of operating the Reproduction Section that will subsequently be cleared to other accounts on a unit cost basis. (For OSC Use Only)

Research Administration

Includes all charges related to coordinating and administering all research activities; maintaining surveillance on transportation related research done elsewhere and to promoting implementation and application of pertinent research findings.

Research Projects

Analytical and experimental activities which primarily seek to increase the understanding of fundamental phenomena relating to transportation; to search for more complete knowledge of the basic characteristics of the geometry, traffic flow and safety, structural capabilities, materials, economics, financing, and administration of transportation systems.

Glossary of Terms (Continued)

Rest Area Management

Includes all work as described below which is accomplished in a roadside facility signed as a rest area, view point or roadside park. Activities involving the care of lawn areas, native areas, landscape plantings, buildings and structures and walkways; include mowing, weed-tree-brush control, pruning, insect and disease control, replacing dead or missing plants, soil conditioning (mulching, fertilizing, liming), operation-maintenance-repair of irrigation systems, litter pickup and disposal, maintaining roadways and walkways, and testing water quality. Janitorial services are included. Also includes maintenance and repair of buildings, structures, shelters, picnic facilities, sewage systems, water systems, and motorists information displays. Snow and ice control on pathways and walkways is included as a part of this work. Do not include snow and ice control on roadways. Moving supplies and equipment, changing and installing attachments on equipment, engineering and reimbursable charges, flagging, and state furnished material are included.

Road Inventory and Related Activities

Includes all charges related to developing and maintaining an inventory and data base relating to all aspects of state and county highways. Includes intersection data, roadway identification data, mileage and other data required for needs studies, etc.; pavement evaluation, survey, videologging, statewide photography, federal aid route descriptions and measurement of skid resistance.

Roadside Surface

Includes the cost of all work performed on roadway surface, base and subgrade including: patching of holes, rough spots, blow-ups, and raveled edges, sanding bleeding areas and spot sealing, dragging, blading, reshaping, scarifying; cleaning and raking, picking up oversize rock when surfacing; filling and tramming expansion joints and cracks; application of dust palliatives when a permanent improvement; replacement of all materials on the same or similar type surface when asphalt cements or gravel material is added; bituminous surface treating, seal coating light road mixing operations when less than 3/4" thickness is added in one operation (the first seal coat is considered as construction); mudjacking; temporary signs and traffic control during the above operations.

Route Development Planning

The work involved in preparing and reviewing Route Development Plans. Includes coordination with the public and with local agencies, data gathering, analysis, document preparation, and Region and OSC review.

Glossary of Terms (Continued)

Service Equipment

Amounts paid for service equipment replacements and additions which shall include vehicles, machinery, and apparatus which have a calculable period of service and are a source of rental income. Exclude items which have been defined as Special Equipment.

Shop Equipment

Amounts paid for shop equipment replacements and additions such as drill presses, lathes, welders, tire machines and other articles which have a calculable period of service and are not a source of rental income.

Shop Expense

Includes costs for all labor and travel expense that are directly applicable to the operation and maintenance of the Region shops. It further includes the costs of all materials, supplies and services not chargeable to equipment that are applicable to the operation and maintenance of the Region shops such as small tools, laundry and towel service, repairs to shop machinery, shop panel and pickup rentals, utilities, janitor supplies and services, and repairs and maintenance to buildings.

Shoulders and Side Approaches

Includes the cost of all work performed for repair of and maintenance of shoulders, median strips and side approaches including: patching, dragging, bladings, filling ruts, herbicide applications and washouts. Reseeding and resodding, including original seeding on old work; ribbon bituminous treatment (without excavation); replacement of gravel or stone; temporary signs and traffic control during the above operations.

Skid Resistance — Federal-Participating

Includes all charges related to providing an evaluation of current pavement design, construction and maintenance practices to ensure that the skid-resistance properties are suitable to the needs.

Snow and Ice Control

Includes the cost of all operations resulting from snow, such as erection of snow fences to minimize snowdrifts and the actual removal of snow from the traveled way. Also, all operations to reduce hazards due to icing of the roadway surface, such as sanding, the application of chemicals to lower melting point, opening of inlets, actual removal of ice as by scraping, and in some instances the supplying of heat and including costs of temporary signing detours of other traffic control required in connection with the above operations.

Glossary of Terms (Continued)

Special Equipment

Amounts paid for special equipment replacements and additions which include mobile radios, computers and computer type equipment.

Special Planning Studies

Includes all charges related to special planning studies undertaken at the request of FHWA and participated in by them and to those studies initiated internally and financed with state funds.

Staff and Contract Fee Attorneys

Attorneys assigned or contracted to the DOT who handle all legal activities for the Department.

Staff Appraisers

Persons employed by DOT who evaluate ownership of property and/or property rights.

Staff Negotiators

Persons employed by DOT who negotiate with property owners for the sale of the property.

State Mapping Activities

Includes all charges related to maintaining a city and urban area mapping program that will provide an up-to-date, adequate map for each city and urban area; maintaining original county map sheets in such a manner that either General Highway Maps or Road Index Maps can be reproduced. Preparation of maps and charts to support reports and special projects.

Stockpiled Material

Materials placed in a pit or stockpile site for use on contracts or maintenance purposes could include such items as gravel, sand, salt, etc..

Stores Payable

This account is credited for receipt of materials and supplies into stores. The account is debited for the payment of these receipts. The account is controlled through the use of "EP," "SP," and "FP" work orders and the "Store Payable Detail" report.

Structures

Includes the cost of all work performed incidental to the repair and maintenance of bridges, tunnels, overhead grade separations and ferries; temporary signs and traffic control during the above operations.

Glossary of Terms (Continued)

Subprogram

Identifies major activities within a program.

Examples: Program M Maintenance

Subprogram M1 Maintenance Management and Support
Subprogram M2 Maintenance — On State System
Subprogram M5 Inventory and Stores Administration
Subprogram M6 Undistributed Costs - Inventory Suspense

Sundry Sales

Includes all sales of services and materials.

Systems Development-Suspense

Salaries, wages, fringe benefits, materials and supplies, equipment use and other expense of the Systems Development Section that will subsequently be cleared to other accounts on a unit costs basis. (For OSC Use Only) Now in subprogram E2, no longer a suspense item.

Technical and Financial Assistance

Request for assistance and special transportation, management and training problems. Also includes assistance in developing funding sources, completing grant applications, administering grants to agencies outside the Department, and includes all work associated with grant expenditures.

Traffic Control and Service Facilities

Includes the costs of the following operations: Painting of pavement stripes and markings, painting, repairing, and replacement in kind of signs, guardrails, traffic signals, lighting standards, maintaining rest areas, park and ride lots, replacements of roadside rest areas in kind, additions of small numbers of conventional traffic control devices, including signs, servicing highway lighting and traffic control devices, furnishing of power for highway lighting and traffic control devices and the regular replacement of parts, such as light bulbs, and including costs of temporary signing detours or other traffic control required in connection with the above operations.

Glossary of Terms (Continued)

Traffic Safety Data and Analysis

Includes all charges related to collecting accident data on state highways, accurately locating the accident sites and analysis of accidents as may be related to traffic volumes, physical characteristics of the roadway and other contributing factors.

Traffic Surveys and Analysis

Includes all charges related to obtaining traffic volume data on streets and highways, installation, maintenance and monitoring of recording equipment, studies to determine the distribution of speeds and trends in speed, information about trucks and trends in types of trucks, gross loads and commodities carried, railroad grade analysis and forecasts of traffic data for planning and design purposes.

Traffic Administration

Salaries, wages, fringe benefits, travel expense, materials, supplies, and other expenses directly related to the supervision of the Traffic Division.

Training

Any formally organized learning session conducted by an instructor for the purpose of increasing the job-related skill and/or knowledge of an employee.

On-the-job training is included within the above meaning of training only when an employee is actually undergoing practical training under the supervision of a designated instructor or supervisor as part of an organized training schedule to qualify him in a specific skill or job.

Staff meetings or conference held for the primary purpose of disseminating information, coordinating work activity, and/or discussing proposed actions or solutions to problems are not considered training. Can include safety if they are a formally organized training session.

Cost would include trainee's work time charges, equipment rental, travel expense and all other related costs, e.g., instructor's fees outside the Department, textbooks, training materials, film rental, classroom rentals, registration and tuition fees, training equipment, and similar training support.

Transit Planning

Development of new transportation systems, expansion of existing transportation systems, data collection, grant application development, processing and administration of grants, coordination of transit systems with other transportation modes, conduct and participate in meetings with local officials and the public, identify and prepare needed legislation. Preparation of transportation planning documents.

Glossary of Terms (Continued)

Transportation Economics

Includes all charges related to compilation and studies of motor vehicle registration and registration fees, motor vehicle operators, and consumption of motor fuel to provide data for estimating highway revenues and highway use and for evaluation proposed legislation, studies related to determining the economic impact of highway transportation facilities on individuals, businesses, local governments and the State's economy and charges related to necessary environmental activities.

Transportation Study Planning

Includes all charges related to developing methods and procedures for conducting continuing or new urban transportation planning, to adopting the policies and procedures of Part 450, Sub part A to 23 CFR, Chapter 1 for urban and urbanized areas, and to investigating methods and procedures for conducting regional transportation planning.

Transportation Systems Planning

Includes all charges related to developing and maintaining the state transportation plan, maintaining the National Transportation Functional Classification and Federal-Aid Systems Assignments on applicable state highways, county roads and city streets, carrying out legislation and special studies and bringing about citizen participation in transportation planning.

Urban Transportation Planning

Includes all charges related to developing methods and procedures for conducting continuing or new urban transportation planning, to adopting the policies and procedures of Part 450, Sub part A to 23 CFR, Chapter 1 for urban and urbanized areas, and to investigating methods and procedures for conducting regional transportation planning.

Weighted Hourly Rate

Includes the base salary, employer share of FICA, retirement, insurance, shift differential, medical aid, average dollars paid for sick, annual, military, and civil leave. These costs are divided by average hours per year worked. The result is the dollar per hour charged for that work class.

Glossary of Terms (Continued)

Work in Progress

An account used to collect all expenses associated with preparing an item for resale.

Works of Art

Includes costs of acquisition, installation, etc., of those works of art which become an integral part of the structure, attached to the structure, detached within or outside the structure or can be exhibited as authorized by RCW 43.17.200.

6:COA

Acronyms

AD	Administrative (usually referring to work Orders)
ADA	American Disabilities Act
AFRS	Agency Financial Reporting System
AVC	Automatic Vehicle Classification
AVI	Automatic Vehicle Identification
AR	Accounts Receivable
ATMS	Automated Training Management System
BATS	Basic Accounting Transaction System
BEARS	Budget Expenditure and Revenue System
BREWS	Bridge Engineering WorkStations
CAPS	Contract Administration and Payment System
CAFR	Comprehensive Annual Financial Report
CE	Construction Engineering
CICS	Customer Information Control System
CN	Construction
COA	Chart of Accounts
COLA	Cost of Living Allowance
CPMS	Capital Program Management System
CTR	Commute Trip Reduction
DEWS	Design Engineering WorkStations
DIS	Department of Information Services
DP	Data Processing
EFT	Electronic Funds Transfer

Acronyms (continued)

EIT	Engineer In Training
ERFC	Economic & Revenue Forecasting Council
F A	Federal Aid
FEMS	Fleet and Equipment Management System
FHWA	Federal Highway Administration
FIRS	Financial Information Retrieval System
FMIS	Federal Fiscal Management Information System
FTE	Full Time Equivalent
GAAP	Generally Accepted Accounting Principles
GIS	Geographic Information System
GL	General Ledger
HCT	High Capacity Transportation
HR	Highway Research or Haul Road (depends on context)
HRISD	Human Resource Information Systems Division (Dept. of Personnel)
HVAC	Heating, Ventilation & Air Conditioning
ICP	Inventory Control Point
IN	Invoice produced by the Accounts Receivable System in TRAINS
IP	Indirect Pool (usually referring to Work Orders), now called Direct Project Support
ISTEA	Intermodal Surface Transportation Efficiency Act
LTTP	Long Term Pavement Performance
MBE	Minority Business Enterprises
MIS	Management Information Services

Acronyms (continued)

MPO	Metropolitan Planning Organization
MVS	Multiple Virtual System (refers to the MIS Computer operating system)
MVF	Motor Vehicle Fund
OEO	Office of Equal Opportunity
OFM	Office of Financial Management
OJT	On the Job Training
OMWBE	Office of Minority and Women's Business Enterprises
OSC	Olympia Service Center
OST	Office of the State Treasurer
OTEF	Operations Transportation Equipment Fund
OUM	Office of Urban Mobility
PE	Preliminary Engineering or Professional Engineer (depends on context)
PERS	Public Employee's Retirement System
PS & E	Plans, Specifications and Estimates
PT & R	Public Transportation & Rail Division
PTBA	Public Transportation Benefit Area
RCW	Revised Code of Washington
RTPO	Regional Transportation Planning Organization
RW	Right of Way
SPES	Statewide Preliminary Engineering Specification
SNAME	Society of Naval Architects & Marine Engineers
ST	Stockpile Workorder

Acronyms (continued)

STP	Surface Transportation Program
TDM	Transportation Demand Management
TEF	Transportation Equipment Fund
TEIS	Transportation Executive Information System
TQM	Total Quality Management
TSM	Transportation System Management
TSO	Time Share Option
TRAINS	Transportation Reporting and Accounting Information System
TRACS	Transportation Allotment and Allocation Control System
UBIT	Under Bridge Inspection Truck
WAC	Washington Administrative Code
WIM	Weigh In Motion
WSDOT	Washington State Department of Transportation
WSF	Washington State Ferries